

To

Date :- .....

**The Regional Director**

**IGNOU Regional Centre, “RC Name.....”**

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**SUB: APPLICATION FOR CHANGE OF ELECTIVE/COURSES-REG.**

**Enrolment No.:** ..... •

Please consider my request for Change of courses as per following details: -

Programme Name & Session/Year	Old Course Name & (Code)	New Course Name & (Code)

**Fee Details:** - Online Payment of Miscellaneous Fees (SBI Collect) / **or**  
**DD** (Drawn in favour of **IGNOU** and payable at “**Regional Centre Name**”)

Reference No. / DD No. .... Date .....

Bank Name ..... Amount Rs. .... /-

**Signature of the Applicant**

**Mob:-** .....

**E-mail Id :-** .....

**Date of Birth** .....

**Note:**

1. The Change in Elective/Course is permitted within 30 days from the receipt of first set of course material.

For Undergraduate Programme : ↓	For Master's Degree Programme : ↓
Payment of Rs.350/- for a 2/4 credit course	Payment of Rs.600/- for 2/4 credit course
Payment of Rs.700/- for a 6/8 credit course	Payment of Rs.1200/- for 6/8 credits course

2. **Change of course is NOT permitted in this Format for CBCS Based Batchlar Programmes BAG/BAM/BCOMG/BCOMF/BSCG/BSCM/BSWG/BFSM.**
3. **Fee will not return after paid.**

To

Date :- .....

**The Registrar (SRD),**  
Student Registration Division,  
IGNOU Maidan Garhi,  
New Delhi-110068.

**Sub: Application for Change of Elective/Courses in CBCS-Based Programme-reg.**

**Enrolment No.:** .....

Please consider my Change of courses of study as per following details:

Programme Name & Session/Year	Old Course Name & (Code)	New Course Name & (Code)

**Fee Details:** - Online Payment of Miscellaneous Fees (SBI Collect) / **or**

**DD** (Drawn in favour of **IGNOU** and payable at **New Delhi**)

Reference No. / DD No. .... Date .....

Bank Name ..... Amount Rs. .... /-

**Signature of the Applicant**

**Mob:-** .....

**E-mail Id :-** .....

**Date of Birth** .....

**Note :**

- This Application consider Only Change of course in CBCS-Based Programmes.**  
**BAG/BAM/BCOMG/BCOME/BSCG/BSCM/BSWG/BFSM (Except Group Disciplines)**
- The Change in Elective/Course is permitted within 30 days from the receipt of first set of course material: -

<b>Payment of Rs.350/- for a 2/4 credit course</b>	<b>Payment of Rs.700/- for a 6/8 credit course</b>
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- For Query, Email:** srdgrievance@ignou.ac.in , registrarsrd@ignou.ac.in , (<https://igram.ignou.ac.in/>).  
011-29572218, 011-29571313.