



## Cancellation and Fee Refund Form

First Year Student			Continuing Year Student		
<b>Student's Particulars</b>					
Program & Branch					
Date of Admission					
Student's Name					
Student's ID/Portal ID No.: As mentioned on the Admission Letter					
Student's Father Name					
Contact No. & Address					
			PIN Code:		
<b>Brief description of the reason for withdrawal</b>			<b>Bank account details for fund transfer</b>		
			Name of the Account Holder:		
			Relation with the student:		Father / Mother / Self
			Account No.		
			IFS Code		
			Bank Name:		
			Branch Address:		
<b>Particulars of Fee Deposited (To be filled by the student)</b>					
Particulars	Date of Deposit	Receipt No.	DD No./ cash	DD drawn on bank	Amount Paid
Course fee					
Hostel fee					
Transportation fee					
Others					
Total:					
<b>For Office use by the concerned authorities / HOD</b>					
Particulars of the facilities availed	Date	Remarks by the concerned authorities / HOD			
		Name of the authority	Designation	Signature	
Classes attended upto			HOD		
Hostel facility availed upto			Chief Warden		
Transportation facility availed upto			Transportation Officer		
LR Resources availed or not			Librarian		
Please attach photocopy of the relevant documents / receipts.					
					Signature of the student
<b>For Office Use Only</b>					
Application received on :	Withdrawal Recommended By:	Withdrawal approved and initiated in SAP by:		Refund initiated by	
Registrar Office	Admission Manager	Registrar		Accounts Office	
<u>Remarks by Vice Chancellor</u>					
Withdrawal Approved By					
Vice Chancellor					