

In this regard, you are requested to refund the fee after deductions as per guidelines. Kindly find enclosed herewith the documents issued by the University, surrendered for the refund, as follow:

Sr. No.	Checklist	Tick ✓ (whichever Applicable)	For Office Use only		
			Submitted	Pending	Signature of dealing official With UID
1	Original fee receipt(s)				
2	ID card (if already issued)				
3	Mess Card (if already Issued)				
4	Bus Pass (if already Issued)				
5	Loan Letter (if already issued)				
6	Any Other Document, Specify _____				

Reasons for Refund (You can tick more than one option)

Distance Issue	<input type="checkbox"/>	Financial Constraint	<input type="checkbox"/>	Going Abroad	<input type="checkbox"/>	Health Issue	<input type="checkbox"/>
Loan Constraint	<input type="checkbox"/>	Not Eligible for Scholarship	<input type="checkbox"/>	Not Eligible for Admission	<input type="checkbox"/>	Personal Reason	<input type="checkbox"/>
Dropping this Year	<input type="checkbox"/>	Any Academic Related Issue	<input type="checkbox"/>	In Campus Residential Issue	<input type="checkbox"/>	if possible specify your reason in remarks)	

Others/Remarks _____

Yours sincerely

Signature of the Applicant*

Signature of the Parent or Guardian**

Date: _____

Date: _____

(For Office use only)

Form received by Dealing Official Name _____ UID _____ Date _____ Location _____

Whether the programme for which Refund is applied was Transferred from any other programme Yes No

Name of the 1st Programme in which admission was taken _____ Programme Code _____

Date of Programme Transfer

Date: _____ Signature of Dealing officer With UID _____

Approval by Competent Authority

Date: _____ Signature of Competent Authority with UID _____

Approval by Accounts

Date: _____ Signature of Accountant With UID _____

Undertaking/Receipt

I _____ the undersigned, have received an amount (in Rs.) _____ (in words) _____ on account of refund of _____ [Programme Fee/ Residential Charges (Residence)/ Charges for Mess/ Charges for Transport/ Charges for Parking/ Charges for Laundry, whichever applicable] through Cheque number _____ Dated _____ through Bank _____; and hereby undertake that all my dues with the University are settled and no pending payment is due on either side.

Date: _____

Place: _____

Signature of Applicant)

(To be countersigned by the Parent or Guardian in case of minor applicant below 18)

Date: _____

Place: _____

(Signature of Parents/Guardian*)

*Signature must be same as on application form for admissions

#Countersignature of the Parent or Guardian in case of minor applicant/student below 18