

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 Financial Constraint Going Abroad Health Issue
 Loan Constraint Not Eligible for Scholarship Not Eligible for Admission Personal Reason
 Dropping this Year Any Academic Related Issue In Campus Residential Issue (if possible specify your reason in remarks)

Others/Remarks _____

I understand that refund will be done as per the refund policy mentioned in Part-C of Prospectus/ International Booklet 2018

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 Fee (Residence)/ Fee for Mess & its administration/
 Fee for Transport & its administration/ Fee for Parking & its administration/ Fee for Laundry & its administration, 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 Admission Application Form

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