Application No P26 \_\_\_\_\_



## **APPLICATION FORM**

FOR REFUND

Transforming Education Transforming India

, and the second	,	<i>y</i>											
			INSTR	UCTIONS									
(Duly filled Application to be signed by the applicant; and to be countersigned by Parent or Guardian in case of minor applicant below 18. Please go through guidelines before applying)  To  The Project Head  Division of Admissions  Lovely Professional University, Phagwara, Punjab.					ugh	(For office use only)  University Candidate ID							
Respected Sir/Madam,		O.O.B	. aged		_ (veai	rs) S/o/D	/o						
R/o													
Programme		(F	Programme Co	ode	_) at l	_ovely Fa	culty of					_	
seek to withdraw my ap (Programme/ Residenti The detail of the fee pa	al/ Laundry/ Ti	ransport/ Park											
	Tick √	Mode of Payment (DD/ Cash)	Receipt No. & Date	Fee Deposited (In ₹)			For O	ffice u	se on	lly			
Particulars	(whichever Applicable)				Ap	ate of oplying Refund	Amour Deducte		Refur Payat (if an	ble	Signa the c offici	deal	ling
Programme Fee													
Residential Charges (Residence)													
Charges for Mess													
Charges for Laundry													
Charges for Parking													
Charges for Transport													
Charges for Gym													
Charges for Sports Facility													
Any other													
Total													
*For Deduction amoun	t, kindly refer f	Refund Policy.			•								
Kindly pay refund amou	unt in favour o	f(StudentNam	e/ Parents Nar	me)**									
											ΙΤ	T	
Preferred mode of payr Cheque, I would like Adjustment in fee Charges for Trans	ke to receive c (only if refund	heque by positis not for prog	t or by hand fr gramme fee) F	om university Programme Fe	camp ee/ Re	ous (Specesidential	Charges	(Reside					
Facility (Specify) _			J	,					, ,		J	- 10	

<sup>\*\*</sup>Note: Refund, if any, will be made through the account payee cheque only in the favour of concerned Student or Parent as opted and written here by the applicant. Once the application for refund has been submitted, then for any request to change the name of payee (student/ parent in favour of whom cheque is to be prepared), or for request to reissue the cheque because of postal delay or otherwise, additional processing fee of ₹ 500/- will be charged.

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:

0		Tick √	For Office Use only					
Sr. No.	Checklist	(whichever Applicable)	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							
Reaso	ns for Refund (You can tick more than one option)							
Loan Drop	rnce Issue Financial Constraint Constraint Not Eligible for Scholarship ping this Year Any Academic Related Issue	_	oroad ble for Admission us Residential Is	Pers	th Issue			
Yours	sincerely							
Signat	ure of the Applicant*		Sign	nature of the Pare	nt or Guardian*#  cation Code			
Date: .			Date	ə:				
	· · · · · · · · · · · · · · · · · · ·	r Office use only	-					
	eceived by Dealing Official Nameerror the programme for which Refund is applied was Tra				cation			
	of the 1st Programme in which admission was taken _		, ,		Code			
Date o	f Programme Transfer							
Date: .		;	Signature of Dea	ling officer With U	IID			
	Approval	by Competent A	uthority		Ö			
Date: .		;	Signature of Con	petent Authority	with UID §			
	Арр	roval by Accoun	ts		4			
Date: .		;	Signature of Acco	ountant With UID				
	Un	dertaking/Receip	ot					
l	the undersigned, have r	eceived an amou	nt (in Rs.)	(in words) _				
payme	Approval  App  Uncount of refund of the undersigned, have respectively for Transport/ Charges for Parking/ Charges for La through Bank; and herelent is due on either side.	[Programme Fe undry, whichever by undertake that	e/ Residential C applicable] thro all my dues with	harges (Residenough Cheque num the University are	ce)/ Charges for Mess/ ber Dated settled and no pending			
Place:			Signature of App	licant)				
	(To be countersigned by the Paren	t or Guardian in c	ase of minor app	licant below 18)				
			(Signature of Par	ents/Guardian*\				
i lace.			oignatur <del>e</del> of Par	emo/Guarulaii")				