



## Application for withdrawal of Admission / Refund of fee for the session 2024 - 25

Dated: - .....

The Director (Admissions),  
J.C. Bose University of Science and Technology, YMCA  
Faridabad (Haryana) - 121006

I ..... (Name of the Student) S/o. D/o. Sh. .... got admission in this University on ..... (Date of admission/date of submission of fee), for the session 2024-25 in ..... (Course name), Due to some personal reasons or change of my admission in other Institution, I am willing to withdraw my admission from this University. I have deposited Rs..... vide fee Receipt No..... dated..... for admission in the aforesaid course. Kindly refund my fee after deducting the requisite charge as per University / HSTES Rules. Fee refund policy-2024 is available on the University website for UG & PG Courses except B.Tech Courses, (for B. Tech Courses policy / last date is available on HSTES website).

**Signature of Applicant / Student..... Signature of Parent / Guardian .....**

(For, B.Tech Students who have admitted through HSTES, user id & password required for cancellation of online Admission from HSTES web-portal)

User Id: - ..... Password: - .....

### List of required documents for refund of fee:-

- 1) Provisional admission letter and Temporary Identity Card (already issued to student at the time of admission)
- 2) HSTES Online Updation admission slip (for B.Tech students only)
- 4) Original fee Receipt (s)
- 5) Copy of front page of Bank Pass-Book or Cross Cheque (Only Student, Father or Mother Name Bank Account detail will be accepted for refund of fees instead of any other relative)
- 6) Student's Identity Proof (Like, Aadhar Card, Voter ID, PAN Card, DL etc.)

Address: - .....

Mobile No:-..... Email Id ..... Bank A/c No .....

IFSC Code ..... Bank Name ..... Bank Place: - .....

Account Holder Name: - ..... (Self/Father/Mother) :- .....

### No-Dues / Recommendation Certificate

**1. Library Section:** - ..... (With stamp) applicable after starting of classes

**2. Chairperson** of the concerned department with stamp : - .....

Admission withdrawal / refund of fees application received on date ..... his / her receipt / diary no is .....  
(Kindly send / enclose original student admission form / file with this application to Academic Branch for processing of refund,)

NB: -1) Applicant / Student must keep the receiving of this application on photocopy / diary no. for future reference, till refund of fee  
2) 30 to 45 days will be the normal processing time for refund of fee.