

Application for withdrawal of Admission / Refund of fee

Dated: -

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

I, _____ (Name of Applicant/Student), S/D/o Sh. _____, was admitted to this University on _____ (Date of Fee Submission) in the _____ (Name of Course / Programme) for the current academic session. Due to personal reasons or admission to another Institution, I wish to withdraw my admission from the aforesaid programme and request cancellation of my admission.

I had deposited an amount of Rs. _____ vide Fee Receipt No. _____ dated _____ towards admission to the above-mentioned programme. I, therefore, request that my fee be refunded after deduction of the applicable charges, if any, as per the University/HSTES rules and regulations.

I hereby declare that I have carefully read and understood the Fee Refund Policy applicable for the current academic session, as available on the University website for all Diploma, UG, and PG Programmes. **For B.Tech. Programmes, the relevant refund schedule and last dates are available on the AICTE/HSTES website will be applicable** (only security amount is refundable after the cut-off date).

Signature of Applicant..... Signature of Parent..... Place: -

Address: -

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

IFSC Code Bank Name Bank Place: -

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

(For, B. Tech 1st year / B. Tech 2nd year LEET Students who have admitted through HSTES 1st or 2nd Counsellings, user id & password required for cancelation of online admission from HSTES web-portal by physically presence of candidate in the University)

User Id: - Password: -

List of required documents for refund of fee: -

- 1) Provisional admission letter and temporary Identity Card (which were issued to student at the time of admission)
 - 2) HSTES Online Updation admission slips (for B. Tech students)
 - 3) Original / Online Fee Receipt
 - 4) Cross Cheque with bank details of applicant (Only Student, Father or Mother Name Bank Account will be accepted for refund of fees instead of any other relatives)
 - 5) Student's Identity Proof (Like, Aadhar Card, Voter ID, PAN Card, DL etc.)
- It is mandatory to submit the application form in hard-copy along with all required documents in Original

No-Dues / Recommendations

1. **Library Section** (With stamp) :-.....

(Applicable after starting of classes)

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

Diary No. of UTD / Acad. Branch: -..... Application reciving (date):-.....

(UTD's Kindly send / enclose original student admission form / file with this application to Academic Branch for processing of refund)

For B. Tech Students: - Admission floor In-charge / dealing clerk. Please handover / issue above student admission file with this application form for n/a.

..... (Supdt.)

NB: -1) **Applicant / Student must keep the receiving / diary no of this application on photocopy for future reference, till refund of fee (from the concerned UTD or Academic Branch)**

2) 45 to 60 days will be the normal processing time for refund of fee.