



Application for withdrawal of Admission / Refund of fee

Dated: -

To

The Director (Admissions)

I (Name of Student) S/o. D/o. Sh. Got admission in this University on (Date of admission/date of submission of fee), for the session 2020-21 in (Course name), Due to my personal problem / change of my admission in other Institution, I am withdrawing my admission from this University. I have deposited Rs. Vide fee Receipt No. Dated: - Kindly refund my fee after deducting the processing charge as prescribed in the admission brochure, University Rules / HSTES Rules.

My following documents are enclosed:-

- 1) Temporary Identity Card (issued to student at the time of admission)
- 2) Provisional admission letter or On-Line Updation admission slip through HSTES Admitted students
- 3) Original / Electronic (token) fee Receipt copie(s)
- 4) 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**)

5) User Id: - Password: -
(Through HSTES Admitted B. Tech Students only), required for On-Line Admission Cancellation from the web portal

Address: -

Mobile No: - Alternet mobile no.

email id Bank A/c No.

IFSC Code Bank Name

Bank Place: - Account Holder Name: -

Refund Rules: -

| Sr. No. | Point of time when notice of withdrawal of admission released | Deduction |
|---------|---|---------------------------|
| 1. | Before the withdrawal date | 5% of the fee deposited |
| 2. | Upto 15days after the date of commencement of session | 20% of the fees deposited |
| 3. | More than 15 days but less than 30 days after date of commencement of session | 50% of the fees deposited |
| 4. | More than 30 days after the commencement of session | No refund |

Signature of Student Signature of / Parent / Guardian: -

No-Dues / Recommendation Certificate

1. Library Section: - (With Seal, applicable after starting of classes)

2. Chairperson / HOD of concerned department : -

(Please send student Admission Form / File with this Application for processing of refund to Academic Section)

Admission withdrawal/Refund of fees application Receipt/Diary No Dated :

Student Name : Course Name :

Application Received by (Name & Designation) Signature of Receiver

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J.C.Bose University of Science & Technology, YMCA, Faridabad - 121006

Counter foil / Receiving for student

Admission withdrawal / Refund of fees application Receipt / Diary No.: -
Student Name: - Course Name: -

Application Received by (Name & Designation) Signature of Receiver

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