



Application for withdrawal of Admission / Refund of fee for the session 2025 - 26

Dated: -

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

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 2025 - 26 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-2025 is available on the University website for UG & PG Courses (for AICTE Approved Programmes / B. Tech Courses policy / Last date is available on HSTES website).

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

(For, B.Tech 1st year or B.Tech LEET Students who have admitted through HSTES 1st or 2nd Counsellings, user id & password required for cancellation of online admission from HSTES web-portal by physical 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 only)
- 4) Original Fee Receipt
- 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's)
- 6) 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

Address: -

Mobile No:- Email Id Bank A/c No

IFSC Code Bank Name Bank Place: -

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

No-Dues / Recommendations

1. Library Section (With stamp)
Applicable after starting of classes

2. Admission withdrawal / refund of fees application received (date)
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3. Diary No. of Concerned Department / Branch
(Kindly send / enclose original student admission form / file with this application to Academic Branch for processing of refund)

4. Chairperson of the concerned department with stamp
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For B.Tech Students: - Admission floor in-charge / clerk Mr. Please handover / issue above student admission file with this application form for n/a.

..... (Supdt./AR/DR)

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.