



## Application for withdrawal of Admission / Refund of fee

Dated:.....

To

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 2023-24 in ..... (Course name). Due to some personal reasons or change of my admission in other Institution ( tick the relevant case), 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 processing charge as per University Rules/ HSTES Rules as well as Fee Refund Policy -2023.

User Id: - .....

Password: - .....

(Through HSTES Admitted B.Tech Students only), required for Online Admission Cancellation from HSTES web-portal

### My following documents are enclosed:-

- 1) Temporary Identity Card (if issued to student at the time of admission)
- 2) Provisional Admission Letter (in original) or Online Updation admission slip of B.Tech 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) Student's Identity Proof (Like Aadhar Card, Voter ID, PAN Card etc. in which Date of Birth is mentioned)

Address: - .....

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

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

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

Signature of Student.....

Signature of Parent / Guardian .....

### No-Dues / Recommendation Certificate

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

2. **Chairperson / In-Charge** of Department (Sign with Stamp) .....

(Kindly send / enclose original Student Admission Form / File with this Application for processing of refund.)

Admission withdrawal / Refund of fees application recived on ..... his / her receipt / diary no is .....

Application Received by (Name & Designation)..... Signature of Receiver: - .....

- NB: -
- 1) 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.