



**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 Cancelation 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 .....

..... Cut here .....

**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.