

Refund Request Form

Date*:

1: Applicant Details

- Name:
- Application no:
- Name of the programme:
- Reason for withdrawal:

2: Payment Details

- Caution Deposit:
- Semester Fee:
- Total Amount paid:

*Please attach the original receipt of fees paid.

3: Bank Details (to which the amount should be transferred):

- Name of the payee:

- Name of the bank:

- Account no:

- IFSC Code:

Signature of Student

Signature of Parent/Guardian

For office purpose only

Amount to be refunded:

Signature of the Registrar

*The date considered will be the date of the email request from the student/receipt of the request at the Accounts Department. The applicable amount will be refunded within two to four weeks from the date of request for withdrawal of admission.