

**WITHDRAWAL / REFUND REQUEST FORM**
**MBA 2020-22**

Date:

Application Number : \_\_\_\_\_  
 Name of the applicant Mr/ Ms : \_\_\_\_\_  
 (IN BLOCK LETTERS)  
 Residential Address : \_\_\_\_\_  
 Mobile Number : \_\_\_\_\_  
 Email : \_\_\_\_\_

Respected Sir/Madam,

I secured admission / waitlisted in your University as per your offer mail dated \_\_\_\_\_

I would like to request you to cancel the offer for the following reasons:

**Fee Details: (Please attach all fee receipts)**

S.No.	TO BE FILLED BY APPLICANT				TO BE FILLED BY ADMISSIONS OFFICE		
	Fee Particulars	Amount (INR)	Date	Transaction ID	Eligible % for refund	Deduction (INR)	Refundable amount
1	Admission Deposit Fee (Part-I of 1 <sup>st</sup> Instalment fee)						
2	Balance 1 <sup>st</sup> Instalment Fee						
3	Living Expenses						
4	Refundable Caution Deposit						
	<b>Total</b>						

 Kindly refund the eligible amount to the below mentioned bank account: **Please attach scanned copy of cancelled cheque leaf/ first page of bank passbook)**

Account Number	
Name of the A/C holder	
Relationship with the applicant	
Name of the Bank	
Branch	
IFSC Code	

Thanking You,

Signature of the applicant

**For Admissions Office use only:**

Date of receipt of Withdrawal / Refund Request Form :

Applicable refund clause No. & percentage :

Amount Paid (INR) :

Total deductions (INR) :

Amount to be refunded (INR) :

Verified By:

Approved By:

Name:

Name:

Designation:

Designation: