

APPLICATION FOR REFUND OF FEE (WITHDRAW OF SEAT) Session 2015-16

To,
The Dean of Academic Affairs,
Thapar University, Patiala

Sir,

I want to withdraw my admission. Please allow me to withdraw my admission money and refund the balance amount after deduction as per University rules. My details are as under:-

- 1 Name of the Programme: BE / BTech / ME / MTech/ LEET / MCA / MSc /MA/MBA/ PhD
(Tick whichever is applicable)
- 2 Name of the Student (Mr./Ms.):
- (In Capital Letters)
- 3 Father's Name :
- (In Capital Letters)
- 4 Branch Allotted :
- 5 TU Application No. : TIET-W-.....
- 6 JEE (Main) Score :
- 7 TU Rank :
- 8 Category :
- 9 Date of Allotment of Seat :
- 10 Date of Request for Seat Withdrawn (**Date of receipt of application in the university shall be counted as date of withdrawal**) :
- 11 Reason for Withdrawal of Seat :.....

12	Name on which refund of fee Required (by Cheque/ Draft/RTGS/NEFT)	Name of A/C Holder: IFSC code..... Account No. <i>(Attach cancelled cheque/photocopy of cancelled cheque must)</i>
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13 Address where Cheque / Draft to be sent :

14 Mobile Number: Telephone Number

Detail of Fee Deposited

Mode of Payment : Cash in Bank/ Draft / SBOP

Amount of fee Deposited:Receipt Number & Date :
(Attach Proof of deposit of fee)

(Signature of Student)

(Signature of Parents/ Guardian)

For office use only:**(i) For use of Academic Section :**

Mr. / Ms.
 with JEE /TU Rankand TU Application no. TIET-W- may be
 allowed to withdraw his/her seat from ProgrammeDiscipline
Category.....

Dated: **Dealing Official**..... **AR(Academic)**

(ii) For approval of DOAA

- i) Allowed/Not Allowed to withdraw the seat
- ii) FO, for further necessary action please.

Dated: **(DOAA)**

(iii) For use of Accounts Section:

Receipt Number & Date :
 Fee Received :
 Less (Deduction) :
 Balance Refund Amount :

Checked by..... **Finance Officer**

Detail of Refund Paid (To be filled by dealing official of Accounts Section):

Amount of Refund :

Cheque / Draft Number/NEFT/RTGS :

Dated :

Name on which Cheque / Draft /NEFT/RTGS Paid :