

To

Date: -

Sr. No.

The Chief Admission Co-ordinator
GJUS&T, Hisar – 125001

Subject: - Cancellation of admission and refund of fee.

Respected Sir,

I _____ S/D/o _____

want to cancel my admission from your University as per details given below. You are requested to cancel my admission and refund the fee as per rules.

I am enclosing herewith

1. Photocopy of Fee Receipt.
2. Admission letter Issued by University.
3. Admission Letter / Allotment Letter of Other Institute.
4. Bank Account No. of Candidate :
5. Account No. Proof
6. Bank IFSC Code
7. Bank Branch code
8. Bank Name with full Address

Sincerely Yours

(Signature of candidate with date)

Date : _____

Name: _____

Rank: _____

Roll No.: _____

Department: _____

Category: _____

Contact No.: _____

Postal Address: _____

For Office Use Only

- | | | | | | |
|----|---|---------|---------|-------------------------|------------------------------|
| 1. | Application received with Diary No. / Sr. No.: | _____ | Date: | _____ | Sign & Name of Official |
| 2. | Admission Cancelled Online | : | Yes/ No | Date | Sign & Name of Official |
| 3. | File of candidate taken out and kept in refund files | Yes/ No | Date | Sign & Name of Official | |
| 4. | Application Sent to Account Branch official for refund of fee vide Diary No.: | _____ | Dated: | _____ | Date Sign & Name of Official |

Acknowledgement & online cancelation receipt is received

Candidate Signature

Acknowledgement

Application Received from Mr. _____ S/D/o _____, Roll No. _____ & Rank _____ for cancellation of admission and refund of fee on _____.

Sign of Official with Date