

GURUGOBINDSINGHCOLLEGEFORWOMEN
SECTOR-26, CHANDIGARH
REQUEST FOR WITHDRAWAL AND REFUND OF FEE
SESSION: 2025-2026

Name of the student _____ Phone No. _____

Father's Name _____ Phone No. _____

Class _____ Roll No. _____ College Enrol. No. _____

Transaction ID _____ Fee Receipt Date _____ Amount (Rs.) _____

Address _____

Reason of Refund _____

_____ Mode of Refund

(Please ✓) By CHEQUE ☐ NEFT/RTGS

☐ if NEFT/RTGS provide following information Name of the Beneficiary (Student/Father/Mother) _____ Bank

Name & Address _____

Account No. _____ Bank IFSC Code _____

Photocopy of Bank Passbook of the Beneficiary attached with this form.

Due to aforesaid reason, I intend to withdraw the admission. It is humbly requested to refund the fee deposited by me. Original fee receipt is surrendered herewith.

Date: _____

Signature of the Student _____

Verification/Recommendation (Strike out whichever is not applicable)
Chief Warden/ Warden

- | | |
|---|--|
| 1. Withdrawal from admission may be accepted. | 4. The student stayed in Hostel for _____ |
| 2. Seat has been filled/not filled. | days. |
| 3. The student has not attended the classes. | 5. Fee cannot be refunded/may be refunded. |

Date: _____

Signature of Warden _____

Recommendation of Hostel Committee

Her name has been struck off from the record.
May be allowed to withdraw the admission.

Report of Fee Section
(also fill detail on the
back)

1. Fee has been deposited.
2. Entry has been made in Demand and Collection Register.
3. Total fee paid _____
4. Balance, if any _____

Chief Warden

Signature Fee clerk

Withdrawal from admission is allowed and refund of fee is disapproved/approved.

Principal

Fee detail as per Head of Account

Name of the Unit	Bank Account No.	Fee Head	Amount received	Amount Refunded	Cheque No. & Date
Hostel	15393	Admission Fee			
		Dilapidation Fee			
		Establishment Fee			
		Hostel General Fund			
		Maintenance Fee			
		Mess Charges			
		Student Room Rent			
		Water and Electricity Charges			
		AC Room Charges			
Total					

Fee Clerk

Accounts Clerk

Supdt.

Principal

Receipt

Received Rs. _____ (Rs.) _____ by _____ Cheque No. _____
 dated _____ drawn on SBI, Sec-26,
 Chandigarh on account of full and final settlement of refund of fee.

Signature _____

Name _____

Note: Send the duly filled and scanned copy of this form through email at refundggscw26@gmail.com along with Fee receipt of Our Hostel and student Bank Copy front page as well as the Fee receipt of the other college where you have taken admission.