

**GURU GOBIND SINGH COLLEGE FOR WOMEN
SECTOR-26, CHANDIGARH
REQUEST FOR WITHDRAWAL AND REFUND OF FEE
SESSION: 20 ____ - 20 ____**

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 _____ Bank Name & Address _____

Account No. _____ Bank IFSC Code _____

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			
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.