



दक्षिण बिहार केन्द्रीय विश्वविद्यालय CENTRAL UNIVERSITY OF SOUTH BIHAR

101 F, Gaya-Patna Super Road, Village : Khatun, Post: Patna Super P.S., Tahsil : Dargah : Gaya (Bihar) Pin-824124

Subject : Application for cancellation of admission

The Controller of Examination

Central University of South Bihar

Gaya (Bihar) Pin-824124

Student Name	:	_____
Registration Name	:	_____
Roll No.	:	_____
CLCCH-01	:	_____
Date of Admission	:	_____
Date of Cancellation	:	_____
(For Office use only)		

I _____ have paid fee with TDS No. _____ dated _____

Amount of _____ receipt no. _____ I would request

your canceling admission due to reason

and refund the fee as per CLCCH rules. Publication of my letter for withdrawal of the admission amount is

1	Account Holder Name (Only student)		2	Account No.	
3	Bank Name & Branch Code		4	IFSC Code	

Copy of cancelled cheque attached (Receipt) of above mentioned bank account no. (Without copy of cancelled cheque refund will not be processed) / Contact No. _____ Email ID: _____

Original documents submitted to the University _____

Signature of Candidate with date

Signature of Parent

Amount to be Refund : ₹ _____

Dealing Assistant

Section Officer

Assistant Registrar

Controller of Examination

Signature with Date & Seal

ACKNOWLEDGEMENT SLIP (FOR OFFICE USE ONLY)

Candidate Name _____ Programme _____

Date of Submission _____ Cancellation Form received along with application, Original Receipt

(T) No. _____ & Cancelled Cheque (T) No. _____ Date _____ Time _____

Admission cancelled & forwarded to him for refund of fee as per the CLCCH rules. If a student desires to withdraw from the program of study in which he/she is enrolled, the institution concerned shall follow the following fee-refund system for the refund of fees submitted by the student.

Sr. No.	Percentage of Refund of Aggregate Fee*	Point of time when refund of withdrawal of admission is given to the
(1)	100%	15 days before the formally notified last date of admission
(2)	80%	Up to last date 15 days after the formally notified last date of admission
(3)	60%	More than 15 days but less than 30 days after formally notified last date of admission
(4)	50%	More than 30 days after formally notified last date of admission

*Inclusive of course fee and non tuition fee but exclusive of caution money and security deposit(s) in case of (1) in the table above, the Institution will be 10% of the aggregate fee as processing charges from the refundable amount, Aggregate fee is inclusive of course fee and non-tuition fee but exclusive of caution money and security deposit.

Note :- Candidates to refer Department Dates of the respective programmes.

Staff Signature _____ Registrar Signature _____