



दक्षिण बिहार केन्द्रीय विश्वविद्यालय

CENTRAL UNIVERSITY OF SOUTH BIHAR

SH-7, Gaya-Panchanpur Road, Village : Karhara, Post: Fatehpur P.S : Tekari, District : Gaya (Bihar) Pin-824236

Subject : Application for cancellation of Admission

The Controller of Examinations
Central University of South Bihar
Gaya (Bihar) Pin- 824236.

School Name	:	
Programme Name	:	
Merit No	:	
CUCET-ID	:	
Date of Admission	:	
Date of Cancellation	:	
(For Office use only)		

I _____ have paid fees vide DD No. _____ dated _____
drawn on _____ receipt no. _____ I would request
you to cancel my admission due to (reason) _____
and refund the fees as per CUSB rules. Particulars of my bank for RTGS of the refundable amount are

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

Copy of Cancelled cheque attached (Yes/No) of above mentioned bank account no. (Without copy of cancelled cheque refund will not be processed.) Contact No. _____ Email ID, _____
Original documents received from the University: _____

Signature of Candidate with date _____

Signature of Parent _____

Amount to be Refund : ₹ _____

Dealing Assistant _____

Section Officer _____

Assistant Registrar _____

Controller of Examinations
Signature with Date & Seal _____

ACKNOWLEDGEMENT SLIP (FOR OFFICE USE ONLY)

Candidate Name: _____ Programme: _____
Date of Admission: _____ Cancellation Form received along with application, Original fee receipt:
(Y/ N) _____ & Cancelled Cheque: (Y/ N) _____ Date _____ Time _____

Admission cancelled & forwarded to A/c for refund of fees as per the CUSB rules. If a student chooses to withdraw from the program of study in which he / she is enrolled, the institution concerned shall follow the following four-tier system for the refund of fees remitted by the student.

Sr. No.	Percentage of Refund of Aggregate fees*	Point of time when notice of withdrawal of admission is served to HEI
(1)	100%	15 days before the formally-notified last date of admission
(2)	80%	Not more than 15 days after the formally-notified last date of admission
(3)	50%	More than 15 days but less than 30 days after formally-notified last date of admission
(4)	00%	More than 30 days after formally-notified last date of admission

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

Note : Candidates to refer Important Dates of the respective programme.

Staff Signature: _____ Receivers Signature: _____