



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: _____