



श्री माता वैष्णो देवी विश्वविद्यालय

SHRI MATA VAISHNO DEVI UNIVERSITY

Kakryal, Katra-182320, Jammu & Kashmir

Application Form for Cancellation of Admission before the Commencement of Classes
(Application must be recommended by Chairman Admission Committee and forwarded to Dean(AA) along with the record of the student)

(Email: admission@smvdu.ac.in)

To,

The Chairman,
Admission Committee
Shri Mata Vaishno Devi University,
Kakryal.

Sub: Cancellation of Admission

Sir,

I/My Ward (Name)..... S/D/o

R/o..... taken admission
in program on (Date)..... The details of the total fee
paid are as below:

Head of Payment	Amount (In Rs.)	Transaction ID	Date
Tuition Fee			
Annual Fee			
One Time Charges			
Hostel Charges			
Security Deposit			
Mess Charges			
Total			

I request you to cancel my/my ward admission from the Program due to (reason).....and kindly refund fees, if any, as per the rules of the University. The details of my bank account are as under:

Name of the Bank:

Branch:

Name of the Account Holder (Student OR Parent only):

Account No.:

IFSC Code:

(Attach copy of cancelled cheque of same Bank)

Thanking you,

Yours sincerely,

.....

(Sig)

Name

Program.....

Date

Email ID:

Contact No.

Application Form No.....

Recommendations of Chairman Admission Committee:

- Date of Cancellation of Admission: _____
- Date of Closure of Admission: _____

Signature

Dean(AA)

Enclosures:

- Copy of receipt of fee deposited.
- Copy of Admission Letter.
- Copy of cancelled cheque of Bank account where refund is to be made.

Note: Application shall be considered only, if completed in all respects with enclosures.

Extract of 6.4 Fee Refund Rules of Admission Brochure

Cancellation of admission for all Programs shall be governed by the rules as given below:

1. If a student chooses to withdraw from the program of study in which he/she is enrolled, the institution concerned shall follow the following five-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 received in HEIs
1	100%	15 days before the formally-notified last date of admission
2	90%	Less than 15 days before the formally notified last date of admission
3	80%	15 days OR less after the formally-notified last date of admission
4	50%	30 days OR less but more than 15 days, after formally-notified last date of admission
5	00%	More than 30 days after formally notified last date of admission

**(Inclusive of course fees (Annual Tuition Fee) and non-tuition fees (Annual Fee; One Time Charges & Hostel Charges) but exclusive of security deposit). Mess Fee shall be deducted on pro-rata basis.*

In case of (1) in the table above, an amount not more than 5% of the fees paid by the student, subject to a maximum of Rs. 5,000/- as processing charges from the refundable amount.

Extract of 6.1.2.1 of Admission Brochure:

B.Tech., B.Arch. & Ph.D.) Each selected candidate will be required to deposit the fee, as per schedule mentioned in the admission offer letter/admission notification, by the last date failing which the offer for provisional admission will be cancelled without any further notice.

In case where the fee has been deposited by the candidate at the time when the candidate's result of qualifying examination is awaited and subsequently on declaration of regular result, the candidate is unable to meet the eligibility criteria, the whole fee deposited shall be refunded to the candidate after deduction of Rs. 1000/-, provided that the candidate had obtained 60% or more in the pre-final year of the qualifying degree.

In all other cases of cancellation of admission, the fee refund rules as mentioned in 6.4 shall be applicable.