



ADMISSION REFUND FORM

Name: _____ Phone No.: _____

System Id: _____ Mother Name: _____

Father Name: _____ Programme/Plan: _____

If Allotted, Hostel Room No. & Name: _____

*(Hostel cancellation Form to be attached)

Fee Payment Details:	
Tuition Fee:	
Bus Fee:	Hostel Fee:
Security Fee:	Mess Fee:

Bank A/C No:	
Beneficiary Name::	Relation with the student:
Bank Name:	IFSC Code:

I hereby authorize you to transfer the refund amount to the father/ mother/ self's account.

_____ Date: _____

(Student's Name & Signature)

Reason for Withdrawal

Please submit the following documents. Refund will be done only if all the documents are submitted:

Annexure:

- 1) Original Admission letter
- 2) Receipts of Amount Paid. (Photocopy)
- 3) Application Letter explaining the reason for withdrawal to the Director – Admissions at Sharda University.
- 4) Hostel / Transport cancellation form to be attached.(which ever applicable)

-----For Official use Only (to be filled up by the Office of the Director, Admissions)-----	
Fee Amount Deductions:	Fee Amount Refund:
Director Admissions:	Date:

Remarks: _____