

GURU GOBIND SINGH COLLEGE FOR WOMEN
SECTOR-26, CHANDIGARH
REQUEST FOR WITHDRAWAL AND REFUND OF FEE
SESSION: 2025-2026

Name of the student _____ Student Phone No. _____

Father's Name _____ Parent's Phone No. _____

Class _____ Roll No. _____ College Enrol. No. _____

Transaction ID _____ Fee Receipt Date _____ Amount (Rs.) _____

Address _____

Reason of Refund _____

Mode of Refund (Please ✓) By CHEQUE ☐ NEFT/RTGS ☐ if NEFT/RTGS provide following information

Name of the Beneficiary (Student/Father/Mother) _____ Bank Name & Address _____

Account No. _____ Bank IFSC Code _____

Photocopy of Bank Passbook of the Beneficiary attached with this form.

Due to aforesaid reason, I intend to withdraw the admission. It is humbly requested to refund the fee deposited by me. Original fee receipt is surrendered herewith.

Date: _____

Signature of the Student _____

Verification/Recommendation (Strike out whichever is not applicable)
HOD/ Convener

- | | |
|---|---|
| 1. Withdrawal from admission may be accepted. | 4. The student attended the classes for _____ |
| 2. Seat has been filled/not filled. | days. |
| 3. The student has not attended the classes. | 5. Fee cannot be refunded/may be refunded. |

Date :

Signature of HOD

Recommendation of Examination Branch

Her name has been struck off from the record.
May be allowed to withdraw the admission.

Report of Fee Section
(also fill detail on the back)

1. Fee has been deposited.
2. Entry has been made in Demand and Collection Register.
3. Total fee paid _____
4. Balance, if any _____

Registrar Examination

Signature Fee clerk

Withdrawal from admission is allowed and refund of fee is disapproved /approved.

Principal

Fee detail as per Head of Account

Name of the Unit	Bank Account No.	Fee Head	Amount received	Amount Refunded	Cheque No. & Date
Grant in Aid	15756	Admission Fee			
		Tuition Fee			
		Late Admission Fees			
	15462	RBF			
Amalgamated Fund	15417	AF			
	15428	CRMC			
		SWF			
		Environment Fees			
		Lab Charges			
		University Charges			
		Examination Fees			
		WIFI Charges			
		Late Admission Fee (SF)			
Total					

Fee Clerk

Supdt.

Principal

Receipt

Received Rs. _____ (Rs.) _____ by Cheque No. _____
dated _____ drawn on SBI, Sec-26, Chandigarh on account of full and final settlement of
refund of fee.

Signature _____

Name _____

Note: Send the duly filled and scanned copy of this form through email at refundggscw26@gmail.com. along with Fee receipt of Our College and student Bank Copy front page as well as the Fee receipt of the other college where you have taken admission.