

**GURU GOBIND SINGH COLLEGE FOR WOMEN**  
**SECTOR-26, CHANDIGARH**  
**REQUEST FOR WITHDRAWAL AND REFUND OF FEE**  
**SESSION: 2024-2025**

Name of the student \_\_\_\_\_ Phone No. \_\_\_\_\_

Father's Name \_\_\_\_\_ 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)**  
**Chief Warden/ Warden**

- |   |  |
|---|--|
| 1. Withdrawal from admission may be accepted. | 4. The student stayed in Hostel 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 Warden** \_\_\_\_\_

**Recommendation of Hostel Committee**

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 \_\_\_\_\_

**Chief Warden** \_\_\_\_\_ **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
Hostel	15393	Admission Fee			
		Dilapidation Fee			
		Establishment Fee			
		Hostel General Fund			
		Maintenance Fee			
		Mess Charges			
		Student Room Rent			
		Water and Electricity Charges			
		AC Room Charges			
Total					

Fee Clerk

Accounts 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](mailto:refundggscw26@gmail.com). along with Fee receipt of Our Hostel and student Bank Copy front page as well as the Fee receipt of the other college where you have taken admission.