

To,

Date:

The Director-Principal,
State Institute of Engg. & Technology,
Nilokheri (Karnal).
Email: directorgecnilokheri@gmail.com

Subject: Regarding refund of admission fee.

R/Sir,

It is stated that I took admission in SIET, Nilokheri in B.Tech. in _____ (Branch Name) on date _____.
But, after that I got admission in _____ on dated _____. So you are requested to cancel my admission and refund my admission fee of Rs. _____. The following documents are attached herewith:

1. Fee Refund Proforma
2. Original Admission Slip
3. Original Fee receipt.
4. Bank Account Details (Photocopy of passbook or cancelled cheque)

Name: _____

Father's Name: _____

JEE Roll Number: _____

Mobile Number: _____

STATE INSTITUTE OF ENGINEERING AND TECHNOLOGY, NILOKHERI, KARNAL

Application for Refund of Admission Fee for Admission Session 2024-25

(Please fill in Capital Letters)

1.	Student/ Candidate Name	
2.	Father's Name	
3.	Mother Name	
4.	HSTES Roll No.	
5.	SIET Roll No. if any	
6.	Programme	B.Tech 1 st year / B.Tech. Lateral Entry
7.	Branch allotted	
8.	Date of Admission in SIET	
9.	Seat Cancellation on date (with Proof)	
10.	Candidate Category	General/ SC/BC/ Other – TFW/ PMS/ PMSSS/ EWS
11.	Contact Number	Student Mobile: Father / Mother Mobile:
12.	Email address	
13.	Address of Candidate	
14.	Bank Detail for refund:	
	I. Name of Account Holder/ Beneficiary:	
	II. A/C Number:	IFSC Code:
	III. Bank Name:	Branch Address:
	Relation with Bank Account Holder : Self / Father / Mother / Any other _____	
15.	Admission Fee Deposited details	
	c. College Counter (By POS) Vide Book No.	Receipt No.
	Receipt Date:	Amount:
	Parents Signature Date:	Student /Candidate Signature: Date:

For Office Use Only

Provisional admission was made on dated _____ and later on it was cancelled on dated: _____, Last date of Admission Cancellation was _____. Fee May be refunded after deduction of Rs. 1000/- only. As per HSTES Guidelines, Last date for withdrawal of Admission for the purpose of refund of fee is **11-09-2024**.

Clerk, Admission Branch

O/I Admission

From the Above particulars, it is clear that Rs. _____ may be refunded to _____ in his/ her account after verification or adjusted in his her account.

Submitted for approval please.

Fee Clerk

Accounts Officer

Registrar

Important Instructions for Refund

Documents to be attached with refund form:

1. Fee Slip (as proof of fee deposited in the Institute)
2. Admission slip
3. Copy of Bank Passbook / cancelled cheque for account details.

Also Send the filled form to the following email before 11.09.2024 (05.00 PM):-

directorgecnilokheri@gmail.com