

To,

Date:

The Director-Principal,
State Institute of Engg. & Technology,
Nilokheri (Karnal).

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 Token Fee / Admission Fee for Admission Session 2023-24

(Please fill in Capital Letters)

1.	Student/ Candidate Name	
2.	Father's Name	
3.	Mother Name	
4.	HSTES Roll No.	
5.	SIET Roll No.	
6.	Branch Name	B.Tech / B.Tech. LEET / M.Tech
7.	Date of Admission in SIET	
8.	Seat Cancellation on date (with Proof)	
9.	Candidate Category	General/ SC/BC/ Other – TFW/ PMS/ PMSSS/ EWS
10.	Contact Number	Self: Father / Mother/ Guardian:
11.	Email address	
12.	Permanent Address:	
13.	Present Address:	
14.	Type of Refund	Token Fee/ Admission Fee
15.	Bank Details (Should be in the name of Candidate/ Student)	
	I. Name of Account Holder/ Beneficiary:	
	II. A/C Number:	IFSC Code:
	III. Bank Name:	Branch Address:
16.	Token Fee Deposit Details	
	I. Token Fee Deposit in the Account of HSTES on dated: Transaction Number: Amount Rupees:	

II. Token Fee Deposit in the Account of SIET, Nilokheri on dated: <div style="text-align: center; margin-top: 5px;">Transaction Number:</div> <div style="text-align: center; margin-top: 5px;">Amount Rupees:</div>	
a). DD Number : DD date: b). If Direct Cash Deposit in the Account of DP, SIET, Nilokheri from the Account Holder Name: Bank Name: Branch Address: Date of Deposit : Amount:	
c. College Counter (By POS) Vide Book No. Receipt No. Receipt Date: Amount:	
17.	If Admission Fee Deposited in the account of DP, SIET, Nilokheri on dated:
a. Through any of the following mode (Please Attach Proof) DD No.: Dated: Amount :	
b. Direct Cash Deposit in the Account of DP, SIET, Nilokheri from the Account Holder Name: Bank Name: Branch Address: Date of Deposit : Amount:	
c. College Counter (By POS) Vide Book No. Receipt No. Receipt Date: Amount:	
d. College Portal on dated: , Transaction ID: From the Account Holder Name: Amount:	
18.	Total Refundable Amount
Parents Signature Date:	Student /Candidate Signature: Date: Application Submission on 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. Last date for withdrawal of Admission for the purpose of refund of fee is **11.09.2023**.

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

Supdt.

Accounts Officer

Registrar

Cashier (SF)