

**THAPAR INSTITUTE OF ENGINEERING & TECHNOLOGY, PATIALA**

**APPLICATION FOR REFUND OF FEE (WITHDRAW OF SEAT) SESSION 2019-20**

To,  
The Dean of Academic Affairs,  
Thapar Institute of Engineering & Technology, Patiala

Sir,

I want to withdraw my admission. Please allow me to withdraw my admission money and refund the balance amount after deduction as per Institute rules. My details are as under:-

1 Name of the Programme: BE / BTech / ME / MTech/ LEET / MCA / MSc /MA/MBA/ PhD  
(Tick whichever is applicable)

2 Name of the Student (Mr./Ms.): .....  
(In Capital Letters)

3 Father's Name : .....  
(In Capital Letters)

4 Branch Allotted : .....

5 TIET Application No. : TIET-O-.....

6 JEE (Main) Percentile : .....

7 Rank : .....

8 Category : .....

9 Date of Allotment of Seat : .....

10 Date of Request for Seat Withdrawn (**Date of receipt of application in the institute shall be considered as date of withdrawal**) : .....

11 Reason for Withdrawal of Seat :.....

12	Name on which refund of fee Required (by Cheque/ Draft/RTGS/NEFT) (Parent / Student name only)	Name of A/C Holder: ..... Bank Name :..... IFSC code..... Account No..... <i>(Attach cancelled cheque/photocopy of cancelled cheque <b>must</b>)</i>
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13 Address where Cheque / Draft to be sent : .....

14 Mobile Number: ..... Telephone Number .....

**Detail of Fee Deposited**

Mode of Payment : Cash in Bank / Draft / NEFT/RTGS-Bank Name

Amount of fee Deposited: .....Receipt Number & Date : .....  
(Attach Proof of deposit of fee)

(Signature of Student)

(Signature of Parents/ Guardian)

**For office use only:**

**(i) For use of Academic Section:**

Mr. / Ms. ....
with JEE /TIET Rank .....and TIET Application no. TIET-O- ..... may be allowed to withdraw his/her seat from Programme .....Discipline .....
.....Category.....
<b>Date _____ Student De- active in System.</b>
<b>Dated: ..... Dealing Official ..... AR(Academic)</b>

**(ii) For approval of DOAA**

i) Allowed/Not Allowed to withdraw the seat ii) FO, for further necessary action please.
<b>Dated: .....</b>
<b>(DOAA)</b>

**(iii) For use of Accounts Section:**

		<b>Date of withdrawal</b>	<b>Amount to be deducted</b>
<b>Reference no.</b>		Withdrawal upto 31-07-19	Rs. 5000/-
<b>Date</b>		Withdrawal between 01-08-19 to 15-08-19	10% of fee
<b>Fee Deposited</b>		Withdrawal between 16-08-19 to 30-08-19	20% of fee
<b>Date of withdrawal</b>		Withdrawal between 31-08-19 to 15-09-19	50% of fee
<b>Amount of deduction</b>		Withdrawal after 15-09-19	100% except Institute Security + Alumni Fee
<b>Balance to be paid</b>			
<b>Dealing official</b>	<b>Checked by</b>	<b>Deputy Registrar (F&amp;A)</b>	<b>Finance Officer</b>