

To
The Principal/Officer-in-charge
Cooch Behar Government Engineering College
Cooch Behar – 736170

Sub: Prayer for refund of refundable portion of Fees deposited at the time of Admission
Sir,

With due respect I am to request you to -

- Cancel my candidature/studentship as I have got admitted in another institute and arrange to refund the refundable portion of fees including College/Mess Caution Money after adjusting dues, if any.
- Issue transfer certificate in favour of me.
- Arrange to refund the refundable portion of fees including College/Mess Caution Money after adjusting dues, if any, as I passed out in the year _____ from C.G.E.C.
- Arrange to issue A/c payee Cheque in favour of me or credit to the Bank Account mentioned hereunder . (Tick which one is applicable and Cross which is not.)

(FILL IN BLOCK LETTERS)

1. Name of the Student :
2. College Roll No :
3. WBJEEB Roll No :
4. WBUT Roll & Registration No. :
5. Year of Admission in College :
6. Department
7. Hostel Boarders/Day Scholar :
8. Date of Leaving Hostel :
9. Hostel No. & Room No :
10. Mobile No. :
11. Bank & Branch
12. Bank Account No :
13. Bank IFSC :

(Note: The Bank Account should be in the name of Student or where Student is the First Holder of account)

Yours faithfully,

(Counter Signature of Guardian with date)

(Full signature of the Student with date)

Enclosure:

1. Original Admission Slip & WBJEE Rank Card (for Transfer due to decentralised counselling)
2. Self attested copy of Photo ID card of Student (preferably College ID Card or WBUT Registration Certificate for Pass Out student / Student transferred during the Mid-session)
3. A Cancelled Cheque & copy of 1st Page of Pass Book of the Bank Account stated above (self-signed).

(For Office Use only)

1. Remarks of the Principal/O.I.C.	3. Remarks of the Librarian	5. Remarks of Cashier
2. Remarks of the Register	4. Remarks of Hostel Superintendent	6. Remarks of the Accounts Officer