



## APPLICATION FORM FOR REFUND

Transforming Education Transforming India

(Specify)

**INSTRUCTIONS** (Duly filled Application to be signed by the applicant; and to be countersigned by (For office use only) Parent or Guardian in case of minor applicant below 18. Please go through guidelines before applying) University Registration No..... (if already issued) Student File No. The Project Head Division of Admissions Date of seat allocation\_\_\_ Lovely Professional University, Phagwara, Punjab. Date of seat DE allocation \_\_\_\_\_ Respected Sir/Madam, \_\_\_\_\_\_\_ D.O.B.\_\_\_\_\_\_\_,aged\_\_\_\_\_\_ (years) S/o/D/o\_\_\_ applied/admitted for (as the case may be) the Programme\_\_\_\_ (Programme Code\_\_\_\_ \_\_\_\_\_) at Lovely Faculty of \_\_\_ seek to withdraw my application for admission/allotment (if already admitted or allotted) for the (Programme/ Residential/ Laundry/ Transport/ Parking Facility/ Mess Plan specify). The detail of the fee paid by me is as under: For Office use only Mode of Tick √ Fee Signature of the Receipt No. & Date of Refund (which-ever Payment (DD/ **Particulars** Deposited Amount Date Applying Payable dealing official Appli-cable) (In ₹) Cash) Deducted\* Refund (if any) With UID Programme Fee Residential Fee (Residence) Fee for Mess & its administration Fee for Laundry & its administration Fee for Parking & its administration Any other Total \*For Deduction amount kindly refer Refund Policy. Kindly pay refund amount in favour of (StudentName/Parents Name) \*\* Preferred mode of payment for receiving refund amount (Tick and specify in writings) \_\_\_\_ Cheque, I would like to receive cheque by post or by hand from university campus (Specify in writing): -Adjustment in fee in (only if refund is not for programme fee) Programme Fee/ Residential Fee (Residence)/ Fee for Mess & its administration/ Fee for Transport & its administration/ Fee for Parking & its administration/ Fee for Laundry & its administration

<sup>\*\*</sup>Note: Refund, if any, will be made through the account payee cheque only in the favour of concerned Student or Parent as opted and written here by the applicant. Once the application for refund has been submitted, then for any request to change the name of payee (student / parent in favour of whom cheque is to be prepared), or for request to reissue the cheque because of postal delay or otherwise, additional processing fee of ₹ 500/- will be charged.

In this regard, you are requested to refund the fee after deductions as per guidelines. Kindly find enclosed herewith the documents issued by the University, surrendered for the refund, as follow:

Sr. No		Tick √	For Office Use only		
	Checklist	(whichever Applicable)	Submitted	Pending	Signature of dealing official With UID
1.	Original fee receipt(s)				
2.	ID card (if already issued)				
3.	Mess Card (if already Issued)				
4.	Bus Pass (if already Issued)				
5.	Loan Letter (if already issued)				
6.	Any Other Document, Specify				
<b>Reason</b> Distance	s for Refund (You can tick more than one option) e Issue Financial Constraint	Coing Abroad		Health Issu	
		Going Abroad		<b>」</b>	
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unders	tand that refund will be done as per the refund policy me	entioned in Par	t-C of Prospec	tus/ International	Booklet 2018
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	r the programme for which Refund is applied was Trans the 1st Programme in which admission was taken				. Ш
	Programme Transfer			-3 -	
)ate:			Signature	of Dealing officer	With UID
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	Approva	al by Accounts			
oate:				ant With UID	
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	the undersigned, have received an am		•		
	unt of refund of [Programr Transport & its administration/ Fee for Parking & its adm				
	Cheque numberDatedthrough I		-		
	ry are settled and no pending payment is due on either side.	Dank	,c	and notoby andora	and tractarring ados with the
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	(To be countersigned by the Parent or 0	Guardian in ca			•
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'lace: —			(Sign	nature of Parents,	(Guardian)

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