

To,

Date:

\_\_\_\_\_

The Director, Admissions

Office of Admissions

ISBR College

Bangalore

Sub.: Application for withdrawal of admission and fee refund.

Dear Sir/Madam:

I \_\_\_\_\_ Mr./Ms. \_\_\_\_\_ S/o./D/o.  
\_\_\_\_\_ provisionally admitted to the  
\_\_\_\_\_ course at ISBR College, would like to o withdraw my  
candidature from the said course due to

\_\_\_\_\_

\_\_\_\_\_

(specify the reason/s for withdrawal)

I would hereby like to seek for the refund of the following fees paid by me;

Fee Particulars	Amount	Fee Receipt No.	Fee Receipt Date	Original Fee Receipt attached (Write YES or NO)
Registration Fee				
Tuition Fee				

Caution Deposit				
Alumni Fee				
Convocation Fee				
Hostel Security Deposit				
Hostel Fee				
Any other fees Specify				
<b>Total Fee Paid</b>				

**Declaration:**

1. I hereby agree to the Refund Policy of the institution and shall abide by it
2. I am aware that my refund application is incomplete without the required support documents
3. I am aware that refund of my fees is the sole discretion of the institute as per the Refund Policy

**Yours Sincerely,**

(Name : \_\_\_\_\_)

Mobile Number: \_\_\_\_\_

**Encls:** 1. Fee Receipts

2. Original Admission Offer Letter

3. No Dues from all departments (if applicable)

4. ID card (if applicable)

**For Office Use only**

<b>Total Fee Paid</b>	<b>Total Deductions</b>	<b>Fee to be refunded</b>	<b>Receipts in original received (YES or NO)</b>
	<b>Standard:</b>		
	<b>Others: (if any)</b>		

**Authorized Signatory**