

To,

Date:

The Director, Admissions

Office of Admissions

ISBR Law 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 Law 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 | | | | |
| Total Fee Paid | | | | |

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

| Total Fee Paid | Total Deductions | Fee to be refunded | Receipts in original received (YES or NO) |
|-----------------------|-----------------------------|---------------------------|--|
| | Standard: | | |
| | Others: (if any) | | |

Authorized Signatory