

PUNJABI UNIVERSITY, PATIALA

(Established Under Punjab Act No. 35 of 1961)

**REQUEST FORM FOR SEAT SURRENDER/FEE REFUND FROM THE CANDIDATE
(To be sent to the concerned Department)**

Head

_____ (Name of the Department)

Punjabi University, Patiala.

Subject: Request Letter for Seat Surrender and Fee Refund.

Sir,

It is requested that I _____ Son/Daughter of
Sh. _____ had taken admission in the
_____ Course of your department. Now I want to surrender my
seat. Kindly refund my fee as per the University rules. The details related with my admission are as below:-

1. Name of the Candidate: _____
2. Father's Name: _____
3. User ID No. _____
4. Name of the Course: _____
5. Roll Number: _____
6. Session: _____
7. Fee Deposited Amount & Date: Amount _____ Dated _____
8. Mode of Fee Payment: _____
(Online/Bank Challan)
Reference Number (if fee paid online) _____
Name of the Bank (if fee paid offline) _____
9. Date on which Seat is surrendered: _____
10. Reason our Seat Surrender: _____

Attachment:

If fee is paid offline then then photocopy of the fee receipt duly attested by the Head of the concerned Department.

Dated:

Signature of the Candidate

Verified that Sh./Smt. _____ Son/Daughter of Sh. _____

has surrendered the seat on _____ and particulars stated above are correct as per the official record available in the Department.

Signature of the Head of the Department
(with office stamp and date)