

Date: -----

The Principal
Sri Venkateswara College
(University of Delhi)
Benito Juarez Road
Dhaura Kuan
New Delhi-110 021

Subject: Request for Withdrawal of Admission / Refund of Caution/Security Deposit (20 - 20).

Respected Madam,

I was admitted in your College in -----
1st/ 2nd / 3rd Year Course (College Roll Number-----) by paying the requisite fee (vide Andhra
Bank/Online Fee Payment Receipt No.-----dated-----for Rs.-----).
A copy of the Fee Payment Receipt is enclosed.

I request that I may kindly be permitted to withdraw my admission from your College and the fee/Caution/Security Deposit
paid by me may be refunded to me as per University of Delhi rules.

Yours faithfully,

Thanking you,

Signature of the student :: -----
Name of the Student (in block letters) :: -----

Important Notes:-

1. Please tick whichever is applicable.
2. Withdrawal of Admission / Refund of Caution/Security Deposit form is required to be filled in Duplicate.
3. Attach "No Dues Certificate".
4. Fee refund will be only through Bank transfer. Please provide the following mandatory details for further necessary action:-

- a) Name of the Account holder :: -----
- b) Account Number :: -----
- c) Bank Name & Branch :: -----
- d) I.F.S.C CODE :: -----
- e) M.I.C.R Code :: -----

Important Note :- "No Dues Certificate" is compulsory if admission is withdrawn after 31st July.



SRI VENKATESWARA COLLEGE

(University of Delhi)

Dhaura Kuan, New Delhi - 110 021



Counterfoil : Acknowledgement Slip to the student
(To be filled in by the College Administration)

Name of the Student (in block letters) :: -----
Course of Study :: -----
College Roll Number :: -----

Received the Application for Withdrawal of Admission/Refund of Caution/Security Deposit on

Signature of the Dealing Assistant (Administration) :: -----
(With office Stamp)