



ASSAM UNIVERSITY
SILCHAR – 788 011
Application for Refund of Fees

1. Name of the Student/Scholar with full address : _____

2. Name of Father : _____
3. Name of Mother : _____
4. Course of Study with session : _____
5. Name of the Department : _____
6. Application Number : _____

7. Reason for seeking refund (fill up the item whichever is required)

a. For Cancellation/Withdrawal of admission

- i. Date of admission : _____
- ii. Date of withdrawal of admission : _____
- iii. Last date of admission : _____

b. For Double payment

Date of 1st Payment with details

Date : _____
Time : _____
Mode of payment: _____

Date of 2nd Payment with details

Date : _____
Time : _____
Mode of payment: _____

c. For Re-admission to other Department

Name and Date of admission to 1st Department

Name of the course : _____
Name of the dept : _____
Date of admission : _____

Name and Date of admission in new Department

Name of the Course : _____
Name of the dept : _____
Date of admission : _____

8. Amount claimed being refund of fees in Rs. : _____
9. Bank Details of student
- i. Name of the Bank : _____
- ii. Account Number : _____
- iii. IFSC Code : _____
10. Contact Number (WhatsApp) : _____
11. e-mail ID : _____

The information furnished above are true to the best of my knowledge and belief. Therefore an amount of Rs _____ may kindly be refunded.

Signature of the Claimant

Date.....

The information furnished have been verified and forwarded for consideration and necessary action

Date : _____

Signature of the HoD with seal

Remarks of System Analyst for (Official Use) :

Documents required to be enclosed:

1. Photocopy of 1st page of bank passbook of the student displaying the name of the student
2. Copy of Adhar card of the student.
3. In case of double payment enclosed copies of two payment details with date.
4. In case of seeking admission to another department enclose both admission fee receipts of the concerned departments.
5. In case of cancellation of admission enclose cancellation slip and admission fee receipt.

N. B. Above all documents are essential for processing the application.