

PART-D: DOCUMENTS ENCLOSED

(Self-attested photocopies to be attached)

- Bank Statement showing both transactions
 - Payment Receipts / Transaction Screenshots
 - Any Other Supporting Document: _____
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DECLARATION BY THE STUDENT

I hereby declare that the information furnished above is true and correct to the best of my knowledge and belief. I further declare that the amount claimed for refund has been deducted more than once for the same admission/application transaction through the Chancellor Portal. I understand that submission of this application does not guarantee refund and that the claim shall be processed only after verification by the College and the University.

Date: ____ / ____ / ____

Signature of Student: _____

FOR COLLEGE USE ONLY

Date of Receipt: ____ / ____ / ____

Application Verified by:

Name: _____

Designation: _____

Remarks:

Verified and Forwarded to the University:

Signature & Seal of Principal

GUIDELINES FOR REFUND OF DUPLICATE / EXCESS PAYMENT

1. This application is applicable only for refund of duplicate admission or application fee paid through the Chancellor Portal.
 2. Applications submitted through e-mail, WhatsApp, cyber café operators, agents, or any third party shall not be entertained.
 3. The student must attach documentary proof showing both successful transactions and deduction from the bank account.
 4. Incomplete applications or applications without supporting documents shall be rejected.
 5. The claim shall be verified by the concerned college and subsequently by the University.
 6. Refund shall be processed only after completion of the admission process and after receipt of confirmation from the concerned payment gateway/bank, wherever required.
 7. The University reserves the right to reject any claim found false, misleading, duplicated, or unsupported by valid documents.
 8. The refund amount, if approved, shall be credited only to the bank account furnished by the applicant after due verification.
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