

**DAYALBAGH EDUCATIONAL INSTITUTE**  
**DAYALBAGH, AGRA -282 005**

Dated:

**APPLICATION FOR REFUND OF FEE**

**Note: Refund of fee on discontinuation (Cancellation/Migration) from a course of study is admissible only on submission of written information/application, as per UGC Guidelines for the Session 2023-24.**

The Registrar,  
Dayalbagh Educational Institute,  
Dayalbagh, Agra.

Sir,

I certify that I deposited ₹ \_\_\_\_\_ on \_\_\_\_\_ (copy of e-Receipt/Receipt of fee deposited is enclosed) as semester fee for class \_\_\_\_\_, Semester \_\_\_\_\_. I have discontinued my studies in the aforesaid program for which an application has been submitted to Dean/Principal/Course Coordinator on \_\_\_\_\_ (copy enclosed). I have discontinued my studies from this Institute.

Presently, I am studying in class \_\_\_\_\_ Semester \_\_\_\_\_ (Continued his/her studies), therefore fee deposited for class \_\_\_\_\_ Semester \_\_\_\_\_ may please be refunded to me.

Encl: as detailed below

(Name in Hindi)      (Name in English)  
Signature of applicant with date

(a.) Copy of e-Receipt/Receipt of fee deposited for the course being continued i.e. Class \_\_\_\_\_ Semester \_\_\_\_\_

(b.) Original copy of e-Receipt/Receipt of fee deposited for the course which has been discontinued: ₹ \_\_\_\_\_ date \_\_\_\_\_.

Name :  
Roll No :  
Address:

Father's Name  
Class  
Semester  
Mobil / Phone No.

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**(For office use from where the applicant continued his/her studies)**

Verified status of the candidate as well as fee deposit as indicated in the enclosure above.

Signature of Dealing Assistant  
of concerned Faculty/College

Signature of Dean/Principal/Coordinator  
with date and rubber stamp

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**(For office use where the applicant did not continue his/her studies)**

Verified status of fee deposit as indicated in enclosure above. It is confirmed that the candidate had submitted his/her application in the office of the faculty on \_\_\_\_\_ and eligible for refund of full fees / fees after deduction of Rs.500/- as per UGC guidelines.

Signature of Dealing Assistant  
of concerned Faculty/College

Signature of Dean/Principal/Coordinator  
with date and rubber stamp

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**(For office use at C.A.O.)**

The Treasurer, DEI

It is requested to please arrange to refund full fees/ full fees after deducting ₹.500/- as processing charges.

**REGISTRAR**

**UGC Fee refund policy 2023-24**

Ref:- UGC letter No. D.O.No.F.2-71/2022(CPP-II) dated 3<sup>rd</sup> July, 2023.

A full refund of fees shall be made on account of all cancellations of admissions/ migrations of students up to September 30, 2023 for the academic session 2023-2024. Thereafter, on cancellation/ withdrawal of admissions up to October 31, 2023, the entire fee collected from a student shall be refunded in full after deducting not more than Rs.1000/- as processing fee.

**DAYALBAGH EDUCATIONAL INSTITUTE  
DAYALBAGH, AGRA-282005**

**Mandate Form for Electronic Transfer**

**KINDLY FILL IN THE DETAILS IN CAPITAL LETTERS:-**

1. Name of Firm/Society/Individual/Claimant:

2. Bank Name:

3. Bank Address :

4. Account Type: Current / Saving /Cash Credit : \_\_\_\_\_

5. Account Number:

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6. IFS Code :

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7. Contact Mobile No:

+	9	1																	
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8. Email Id: \_\_\_\_\_

9. The following documents are enclosed as required. (Please v appropriate item)

A. Cancelled cheque leaf

B. Photo copy of the first page of Bank Pass book containing details of A/c no. & IFS code  
(if cheque is not having the name of the account holder)

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Note:** In case of change in Bank details please fill this mandate form again.