

**THAPAR INSTITUTE OF ENGINEERING & TECHNOLOGY, PATIALA**

**APPLICATION FOR REFUND OF FEE (WITHDRAW OF SEAT) SESSION 2024-25**

To,  
The Dean of Academic Affairs,  
Thapar Institute of Engineering & Technology, Patiala

Sir,

I want to withdraw my admission. Please allow me to withdraw my admission money and refund the balance amount after deduction as per Institute rules. My details are as under:-

- 1 Name of the Programme: BE/BTech/BA/BBA/BSc/ME/MTech/LEET/MCA/MSc/MA/MBA/PhD  
(Tick whichever is applicable)
- 2 Name of the Student (Mr./Ms.): .....  
(In Capital Letters)
- 3 Father's Name : .....  
(In Capital Letters)
- 4 Branch Allotted : .....
- 5 TIET Application No. : .....
- 6 JEE (Main) Percentile : .....
- 7 Rank : .....
- 8 Category : .....
- 9 Date of Allotment of Seat : .....
- 10 Date of Request for Seat Withdrawn (Date of receipt of application in the institute shall be considered as date of withdrawal) : .....
- 11 Reason for Withdrawal of Seat : .....

12	Name on which refund of fee Required (by Cheque/ Draft/RTGS/NEFT) (Parent / Student name only)	Name of A/C Holder: ..... Bank Name : ..... IFSC code ..... Account No. .... <i>(Attach cancelled cheque/photocopy of cancelled cheque <b>must</b>)</i>
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- 13 Address where Cheque / Draft to be sent : .....
- 14 Mobile Number: ..... Telephone Number .....

**Detail of Fee Deposited**

Mode of Payment : Cash in Bank / Draft / NEFT/RTGS-Bank Name

Amount of fee Deposited: ..... Receipt Number & Date : .....  
(Attach Proof of deposit of fee)

(Signature of Student)

(Signature of Parents/ Guardian)

**For office use only:**

**(i) For use of Academic Section:**

Mr. / Ms. ....

with JEE /TIET Rank .....and TIET Application no. .... may be allowed to withdraw his/her seat from Programme .....Discipline .....

.....Category.....

**Date \_\_\_\_\_ Student De- active in System.**

**Dated: ..... Dealing Official..... DR(Academic)**

**(ii) For approval of DOAA**

i) Allowed/Not Allowed to withdraw the seat  
ii) FO, for further necessary action please.

**Dated: .....**

**(DOAA)**

**(iii) For use of Accounts Section:**

Receipt Number & Date : .....

Fee Received : .....

Less (Deduction) :

Balance Refund Amount : .....

**Dealing official                      Checked by                      Deputy Registrar (F&A)                      Finance Officer**

**Please send scanned copy of this withdrawal form along with fee receipt and cancelled cheque to [admissions@thapar.edu](mailto:admissions@thapar.edu).**