

**APPLICATION FOR REFUND OF FEE (WITHDRAW OF SEAT) SESSION 2026-27**

To,  
The Principal,  
Thapar Polytechnic College, Patiala

Sir,

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

- 1 Name of the Programme: **Diploma in Engineering**
- 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 Category : .....
- 7 Date of Allotment of Seat : .....
- 8 Date of Request for Seat Withdrawn (**Date of receipt of application in the institute shall be considered as date of withdrawal**) : .....
- 9 Reason for Withdrawal of Seat : .....
- 10 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... ..  
*(Attach cancelled cheque/photocopy of cancelled cheque must)*
- 11 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 Office:**

Mr. / Ms. ....  
with TIET Application no. .... may be allowed  
to withdraw his/her seat from Discipline .....  
Category.....

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

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

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

**(ii) 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 [tpcadmissions@thapar.edu](mailto:tpcadmissions@thapar.edu)**