



UNIVERSITY OF MANAGEMENT AND TECHNOLOGY

REQUEST FOR REFUND

INSTRUCTIONS:

- For fresh entrants in a semester, the tuition fee may be refunded in case of admission cancellation provided the application is moved as per the following schedule:
- During first week of commencement of classes: 100%
- During second week of commencement of classes: 50%
- After second week of classes: No Refund

Note

The admission fee and library fee are non refundable and non transferable. However, these are adjustable in case the Participant informs the Registrar office before the start of the semester and does not initiate the fee refund process.

SCHOOL: _____

PROGRAMME: _____

NAME OF APPLICANT: _____

ID NO: _____

Please authorize refund of Rs _____ on account of Admission Tuition Fee

REASON FOR REFUND: _____

<p>REFERENCE OF FEE DEPOSIT:</p> <p>BATCHNO: _____ DATE: _____ AMOUNT: _____</p> <p>(ATTACH BANK CHALLAN AND UMT ID/ADMIT CARD)</p>

Signature of applicant: _____

Advisor name & signature with stamp: _____

ASU/Hostel warden Recommendation

Dean Office Recommendation

Approval of Registrar: _____

For Use of Treasure office

Refund of Rs _____

Allowed Signature of Dealing Person: _____

Checked by _____

Internal Audit _____

Management Accounts _____

Treasurer _____

<p>Cheque No: _____ Date: _____ Amount: _____</p> <p>Received by: _____</p>
