

To,

Date:

The Director, Admissions

Office of Admissions

ISBR Business School

Bangalore

Sub.: Application for withdrawal of admission and fee refund.

Dear Sir/Madam:

I Mr./Ms. _____ S/o./D/o.
_____ provisionally admitted to the
_____ course at ISBR Business School, would like to
withdraw my candidature from the said course due to

(specify the reason/s for withdrawal)

I would hereby like to seek for the refund of the following fees paid by me;

Fee Particulars	Amount	Fee Receipt No.	Fee Receipt Date	Original Fee Receipt attached (Write YES or NO)
Tuition Fee				
Caution Deposit				

Alumni Fee				
Convocation Fee				
Hostel Security Deposit				
Hostel Fee				
Any other fees Specify				
Total Fee Paid				

Declaration:

1. I hereby agree to the Refund Policy of the institution and shall abide by it
2. I am aware that my refund application is incomplete without the required support documents
3. I am aware that refund of my fees is the sole discretion of the institute as per the Refund Policy

Yours Sincerely,

(Name : _____)

Mobile Number: _____

- Encls:**
1. Fee Receipts
 2. Original Admission Offer Letter
 3. No Dues from all departments (if applicable)
 4. ID card (if applicable)

For Office Use only

Total Fee Paid	Total Deductions	Fee to be refunded	Receipts in original received (YES or NO)
	Standard:		
	Others: (if any)		

Authorized Signatory