

To,

Date:

The Director, Admissions

Office of Admissions

ISBR College

Bangalore

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

Dear Sir/Madam:

I, Mr./Ms. _____ S/o./D/o. _____
provisionally admitted to the _____ course at ISBR
Business School, would like to o 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)
Registration Cost				
Tuition Fee				
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,

Signature

Name : _____

Mobile Number: _____

Bank Details

Account Holder Name : _____

Bank: _____ Branch: _____

Account Type (Savings/Current): _____

Account Number: _____

IFSC / Swift Code: _____

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