



**APPLICATION FOR
HOSTEL ADMISSION WITHDRAWAL**

Name of the Candidate	
Registration Number	
Programme/ Discipline	
Date of Hostel Admission	
Hostel Allotted	
Room Number	
Mess Card Number (if issued)	
Online payment Transaction/ Reference Number with Date	
Bank Account Number	
Name of the bank	
Branch	
IFSC Code	
Signature of the Candidate with date	

Documents to be submitted by the student for Withdrawal: Tick as applicable
(To be checked by the Hostel Office)

Hostel Allotment Order in Original	YES		NO	
Mess Card in original (if issued)	YES		NO	

For Office use only

Amount to be refunded	
Verified by (Name & Signature of Hostel Staff)	
Date of the final refund	
Transaction/ Reference Number with Date	
Approved by Warden (Signature & Stamp)	

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**Acknowledgement
(To be given to the student on submission of this application)**

The Office of the Warden acknowledges the receipt of the application for Hostel Admission Withdrawal from Mr/ Ms. _____, Regn. No. _____, Hostel: _____ Room No. _____, Mess Card (if issued) _____ on date: _____.

Round Seal

Signature of Office Staff/ Warden with date