

The Head Admissions/ Director,  
Amrapali Group of Institutes,  
Shiksha Nagar, Lamachaur, Haldwani,

**Subject: Application for fee refund**

Sir,

With due respect it is stated that I took admission in \_\_\_\_\_ course at your Institute as a regular candidate. I submitted my admission forms in other institutions as well. I would like to withdraw my admission from the above mentioned course for the same the reason is that I have got admission in other or university/ I am selected in armed forces/ I want to have year drop/ I have financial Issues and can't afford the fee/ My father or Mother is transferred to other city/ \_\_\_\_\_ (tick the appropriate reason or write for other reason in blank space).

I want to request you that kindly cancel my enrolment and refund my fee which I submitted to the Institute, the fee receipts are enclosed with this application. I understand that the refund will be as per the laid policy of AGI and will take a specific processing period of 1 month and also the same will be transferred to my account or processed through cheque in my name only. My Accounts details are mentioned below.

Looking forward to your response for which I shall be highly grateful to you.

Yours Obediently,

Name of the student : \_\_\_\_\_  
Signature of Parent : \_\_\_\_\_  
Signature of Student : \_\_\_\_\_  
Registration Number : \_\_\_\_\_  
Bank Name & City : \_\_\_\_\_  
Account Number : \_\_\_\_\_  
IFSC code : \_\_\_\_\_  
Date of application : \_\_\_\_\_