



# COOCH BEHAR PANCHANAN BARMA UNIVERSITY

Panchanan Nagar, Vivekananda Street, Cooch Behar – 736101, West Bengal, India

Website: www.cbpbu.ac.in, Email ID: admission@cbpbu.ac.in

## APPLICATION FOR REFUND OF FEES

Name of the Applicant			
Name of the Department			
Application No. / Registration No.			
Name of the Course		Shift / Campus	
Details of the fee claimed for refund (copy of receipt to be enclosed)	Amount: Date: Transaction ID:		
Bank Details for Refund of Fees <b>Fee will be refunded to applicant's account number only</b> (copy of Bank Passbook to be enclosed)	Account Number: Name of the Bank: IFSC No.		
Reason of claiming Refund of fees			

Signature of the Applicant with Date

Forwarded by the HoD/Co-ordinator of the Department

FOR OFFICE USE ONLY		
Refund Amount Calculated	In Numbers	
	In Words	
Forwarded by the	Checked by the	
<b>Registrar</b>	<b>Assistant Registrar</b>	<b>Dealing Assistant</b>

FOR USE IN OFFICE OF THE FINANCE OFFICER		
Passed for ₹ ..... Adjusted ₹ ..... Net Payment ₹ .....		
<b>Finance Officer</b>	<b>Audit &amp; Accounts Officer</b>	<b>Dealing Assistant</b>

### Details of the Fees Refund: (As per UGC notification)

Percentage of Refund of fees ( as per UGC norms and approved by the statutory body of the University)	Point of time when notice of withdrawal of admission is received by the Finance Officer of the University.
100%	15 days or more before the formally-notified last date of admission
90%	Less than 15 days before the formally-notified last date of admission
80%	15 days or less after the formally-notified last date of admission
50%	30 days or less, but more than 15 days, after formally-notified last date of admission.
00%	More than 30 days after formally-notified last date of admission.

**Note:** A refund will be processed after **deducting 5% of the fees**, subject to a maximum of **₹1000**, as processing charges. No charges will be applicable in case of double payments. The refund will be made only to the applicant's bank account.