

Cancellation of Admission & Fee Refund Request Application

1. Application for Admission Withdrawal and Fee Reimbursement due to Medical Emergency

To,
The Principal,
[Name of the Institution],
[Address of the Institution],
[City, State, Postal Code]

Subject: Application for Admission Withdrawal and Fee Reimbursement due to Medical Emergency

Respected Sir/Madam,

I, [Your Full Name], a student of [Course Name] in your esteemed institution, with the roll number [Roll Number], am writing this application to request the withdrawal of my admission and reimbursement of my fees due to an unfortunate medical emergency in my family.

My father has recently been diagnosed with [Specific Medical Condition], and the treatment costs are beyond our financial means. In this critical situation, I need to leave my studies and return home to support my family emotionally and financially. I am unable to continue my education at present and therefore, request you to kindly accept my application for admission withdrawal.

Furthermore, I request you to consider reimbursing the fees I have paid for the current academic year. This would provide some relief to my family during these challenging times. I understand that this is an unusual request, but I hope that you will empathize with my situation and grant my request.

I am highly grateful for the excellent educational opportunities that your institution has provided me during my time here. I regret that I am unable to continue my studies at this time, but I hope to resume them in the future when circumstances permit.

Please find enclosed relevant documents in support of my application. Kindly let me know the necessary steps and formalities to complete the withdrawal process. I look forward to your kind understanding and cooperation in this matter.

Thank you.

Yours sincerely,

[Your Full Name]

[Course Name]

[Roll Number]

[Contact Details]

2. Application for Refund of Admission Fees following Unavailability of Desired Major

To,
The Principal,
[Name of the Institution],
[Address],
[City],
[Date]

Subject: Application for Refund of Admission Fees following Unavailability of Desired Major

Respected Sir/Madam,

I, [Your Name], student of [Class Name] with Roll Number [Roll No.], had taken admission in your esteemed institution on [Date of Admission] with the intention of pursuing a major in [Desired Major]. However, I recently learned that the said major is not being offered at this institution this academic year. The unavailability of my desired major leaves me with no option other than to withdraw my admission.

Under these circumstances, I kindly request you to approve the full refund of my admission fees, as it was paid with the understanding that I would have the

opportunity to pursue my desired major. The details of my fee payment are as follows:

1. Amount Paid: INR [Amount]
2. Payment Mode: [Cheque/DD/Cash/Online Transfer]
3. Transaction/Receipt Number: [Number]
4. Date of Payment: [Date]

I hope you will consider my request sympathetically and process the refund at the earliest. I sincerely appreciate your understanding and cooperation in this matter.

Thanking you,

Yours sincerely,

[Your Name]

[Class Name and Section]

Roll Number: [Roll No.]

Contact Number: [Phone Number]

Email ID: [Email Address]

3. Request for Tuition Refund and Cancellation of Enrollment due to Personal Hardships

To,

The Principal,

[Name of the Institution],

[Address of the Institution],

[City, Pincode]

Subject: Request for Tuition Refund and Cancellation of Enrollment due to Personal Hardships

Respected Sir/Madam,

I, [Your Full Name], a student of [Course Name] in your esteemed institution, bearing the Roll Number [Your Roll Number], hereby request the cancellation of my enrollment and a refund of the tuition fees due to personal hardships.

Unfortunately, due to unexpected circumstances and personal challenges, I am unable to continue with my studies at this time. I understand that the institution has a refund policy in place, and I request that you kindly consider my application in light of these unforeseen events.

I have thoroughly enjoyed my time at [Name of the Institution] and am grateful for the support and guidance provided by the faculty members. I regret the necessity of having to make this request but hope to re-enroll in the institution once my circumstances stabilize.

I earnestly request you to process my cancellation and refund at the earliest. I have attached the necessary documents, including the original fee receipt, for your reference.

Thanking you for your understanding and prompt attention to this matter.

Sincerely,

[Your Full Name]

[Your Roll Number]

[Course Name]

[Contact Number]

[Email Address]

4. Application to Cancel Enrollment and Reimburse Expenses after Acceptance into Preferred Institution

To,
The Principal,
[Institution Name],
[Institution Address],
[City, State, PIN Code]

Subject: Application to Cancel Enrollment and Reimburse Expenses after Acceptance into Preferred Institution

Respected Sir/Madam,

I, [Your Full Name], a student of Class [Your Class/Year] at [Institution Name], bearing Roll Number/Registration Number [Your Roll Number/Registration Number], hereby request for the cancellation of my enrollment at your esteemed institution.

I have recently received acceptance into my preferred institution, [Name of Preferred Institution], which has been my primary goal for pursuing my [Degree/Course] in [Subject/Field]. I am extremely grateful for the opportunity to have studied at [Institution Name] and understand the rules and regulations that govern the reimbursement of expenses.

In compliance with these policies, I kindly request that my fees and other expenses are reimbursed as per the institution's guidelines. I have attached the relevant supporting documents, including the original fee receipts and the acceptance letter from [Name of Preferred Institution], for your consideration.

I apologize for any inconvenience this may cause and sincerely hope that my request will be accepted. I am grateful for the knowledge and experience gained during my time at [Institution Name] and will always cherish the memories.

Thank you for your understanding and support in this matter.

Yours sincerely,

[Your Full Name]
[Your Roll Number/Registration Number]
[Contact Number]
[Email Address]
[Date]

5. Fee Refund Application and Termination of Admission due to Inability to Secure Financial Aid

To,
The Principal,
[Institute Name],
[Institute Address],
[City, Postal Code]

Subject: Fee Refund Application and Termination of Admission due to Inability to Secure Financial Aid

Respected Sir/Madam,

I, [Your Name], a student of [Degree/Course Name], [Department Name], with the admission number [Admission Number], humbly request that my admission be terminated and my fee be refunded due to my inability to secure financial aid.

I was admitted to your esteemed institution on [Date of Admission] after successfully clearing the entrance examination. Unfortunately, I have been unable to secure the necessary financial aid to cover my tuition and other expenses associated with pursuing this course. Despite my best efforts, I am unable to generate the necessary funds, which has placed a tremendous burden on my family.

Under these circumstances, I find myself unable to continue my education at your esteemed institution. Therefore, I kindly request the termination of my admission and a refund of the fees paid to date. I understand that an administrative fee may be charged as per the institute's fee refund policy, and I am willing to comply with the same.

I sincerely hope you will consider my situation and grant my request for a fee refund and termination of admission. I am grateful for the opportunity to have been admitted to [Institute Name], and I regret that I am unable to continue my studies due to my financial constraints.

Thank you for your understanding and consideration.

Yours faithfully,

[Your Name]

[Admission Number]

[Degree/Course Name]

[Contact Details]