

Fee Refund Request Application for College/School Students

1. Application for Fee Refund Due to Course Change by College Students

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

Subject: Application for Fee Refund Due to Course Change by College Students

Respected Sir/Madam,

I, [Your Name], am a student of your esteemed institution, studying in [Your Department], bearing the Enrollment Number: [Your Enrollment Number]. I am writing this application to request the refund of my fees for the course that has been changed by the college administration.

Recently, I was informed that the college had made some alterations in the offered courses and, as a result, the previous course I had enrolled in ([Old Course Name]) has been replaced with a new course ([New Course Name]). Due to this sudden change, I have faced financial constraints, as I had already paid the fees for the earlier course in full.

I kindly request you to refund the fees paid for the [Old Course Name] and provide necessary guidance regarding the fees and other formalities for the new course ([New Course Name]). It will be a great help for me and my family during these challenging times, allowing me to continue my education at your esteemed institution without any financial stress.

I hope for your understanding and prompt action in this matter. I have attached the necessary documents, including fee receipts and course change notification, for your reference.

Thanking you in anticipation.

Yours sincerely,

[Your Name]

[Your Department]

[Your Enrollment Number]

[Your Contact Number]

[Your Email Address]

2. Application Requesting Fee Refund Following Unexpected Family Emergency for School Students

To,

The Principal,

[School Name],

[School Address],

[City, Date]

Subject: Application Requesting Fee Refund Following Unexpected Family Emergency

Respected Sir/Madam,

I, [Your Name], am a student of class [Your Class], section [Your Section] of your esteemed institution. I am writing this application to kindly request a fee refund due to an unexpected family emergency.

Due to unforeseen circumstances, my family has faced a severe financial setback. My father, who is our sole breadwinner, has been hospitalized after a sudden medical emergency. The treatment cost has escalated beyond our expectations, leaving us in financial distress.

In light of these challenging circumstances, I humbly request you to consider the refund of my school fees for the current academic year. This will significantly help my family in managing the medical expenses and ensuring my father's recovery.

I would like to assure you that I am sincerely committed to my studies and have been a diligent student throughout my academic journey in this school. I am

grateful for the support and understanding the school has always shown towards its students.

I hope that you will kindly consider my application and grant me the fee refund. I am enclosing my father's medical documents as evidence of our situation for your reference.

Thanking you in advance for your understanding and support.

Yours sincerely,

[Your Name]

[Your Class and Section]

[Roll Number]

[Contact Number]

3. Application for Fee Reimbursement Resulting from Scholarship Approval for College Students

To,
The Principal,
[College Name],
[College Address],
[City],
[Date]

Subject: Application for Fee Reimbursement Resulting from Scholarship Approval for College Students

Respected Sir/Madam,

I am [Your Name], a student of [Course/Stream] in your esteemed college, bearing the roll number [Your Roll Number]. I am writing this application to request fee reimbursement following the approval of my scholarship under the [Name of Scholarship Scheme] for the academic session [Year]. I belong to an economically weaker section of society, and obtaining this scholarship will significantly reduce the financial strain on my family.

I have been performing well academically and have maintained a good attendance record, making me eligible for the scholarship. I have enclosed a copy of my scholarship approval letter as well as other relevant documents to support my claim. Please do the needful and reimburse the fees paid for the current academic session as per the terms and conditions laid out by the scholarship scheme.

I am grateful for your assistance and understanding in this matter, and I hope my request will be considered favorably. If you require any additional information or documentation, please do not hesitate to contact me.

Thanking you in anticipation.

Yours sincerely,

[Your Name]

[Your Roll Number]

[Course/Stream]

[Contact Details]

4. Application for Fee Refund after Withdrawing from Extra Courses for School Students

To,
The Principal,
[School Name],
[School Address],
[City],
[Date]

Subject: Application for Fee Refund after Withdrawing from Extra Courses

Respected Sir/Madam,

I, [Your Name], am a student of Class [Your Class] in your esteemed institution. I am writing to request a refund of the fees paid for the extra courses I had enrolled in at the beginning of the academic year.

Due to unforeseen personal reasons and schedule constraints, I am unable to continue with these extra courses. I have officially withdrawn from them and would like to request a refund of the fees paid towards them. The details of the extra courses and the fee paid are as follows:

1. Course Name: [Course 1]
Fee Paid: INR [Amount 1]

2. Course Name: [Course 2]
Fee Paid: INR [Amount 2]

I understand that the school might have a specific refund policy, and I am willing to accept the refund as per the guidelines. I kindly request you to consider my circumstances and process my refund at the earliest. I have attached the necessary documents supporting my withdrawal and fee payment.

Thank you for your understanding and assistance in this matter. I am grateful for the opportunities provided by the school and its commitment to the all-round development of its students.

Yours sincerely,

[Your Name]
Class: [Your Class]
Roll Number: [Your Roll No.]
Phone: [Your Contact Number]

5. Application Filing Fee Refund Due to Medical Issues for College and School Students

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

Subject: Application for Filing Fee Refund Due to Medical Issues

Respected Sir/Madam,

I, [Your Name], a student of class [Your Class/Year] in your esteemed institution, kindly request a refund of the filing fee for the [Name of the Examination/Event] held on [Date of the Examination/Event]. Unfortunately, I could not appear for the said examination/event due to severe medical issues that required immediate attention.

I had been suffering from [Name of the Medical Condition] since [Date of the Onset of the Condition], which rendered me incapable of attending the examination/event. I have attached the medical certificate issued by my attending physician, Dr. [Doctor's Name], who has advised me to take complete rest during the period of the examination/event to ensure a speedy recovery.

Considering my genuine medical concerns, I kindly request you to refund the filing fee of INR [Amount] that I had paid for the examination/event. I am aware that the fee is generally non-refundable, but I hope that you will understand my situation and consider my request for an exception in this case. Your kind understanding and support in this matter would be deeply appreciated.

Thanking you in advance for considering my application.

Yours sincerely,
[Your Name]
[Your Class/Year]
[Roll Number/Registration Number]
[Contact Number/Email]
Date: [Date of Application]