

# **Application for Admission Cancellation and Fee Refund in College**

## **1. Application for Reconsideration of Admission Cancellation**

To,  
The Principal,  
[School/College Name],  
[City, State]

Subject: Application for Reconsideration of Admission Cancellation

Respected Principal,

I am writing to request your kind reconsideration of the cancellation of my admission at [School/College Name]. I am [Your Name], a student of [Your Class/Year] studying in the [Your Course/Stream].

I understand that my admission was canceled due to [Reason for Cancellation]. I want to explain that the circumstances leading to the cancellation were beyond my control. I deeply regret the oversight that led to this situation.

I assure you that I am dedicated to my studies and committed to following all the rules and regulations of the institution. I have always strived to maintain good academic standing and conduct myself responsibly.

I kindly request you to reconsider my case and grant me the opportunity to continue my education at [School/College Name]. I am confident that with your support, I can make amends and prove myself worthy of this second chance.

Thank you for considering my request. I look forward to your favorable response.

Yours sincerely,

[Your Name]  
[Your Class/Year]

## **2. Application for Refund of College Fees Due to Medical Emergency**

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

Subject: Application for Refund of College Fees Due to Medical Emergency

Respected Principal,

I am writing this letter to request a refund of my college fees because of a medical emergency that I had to face. My name is [Your Name], and I am a student of [Your Course/Year] at your esteemed college.

Recently, I encountered a sudden medical emergency that required urgent hospitalization and treatment. Due to this unforeseen circumstance, I had to miss several weeks of classes and could not continue with my studies as planned. This unexpected situation has caused a significant financial strain on my family, making it challenging to afford the college fees for this semester.

I kindly request your understanding and support in considering my situation for a refund of my college fees for this semester. I have attached the necessary medical documents and hospital bills for your reference, which validate the medical emergency I faced.

I assure you of my commitment to resume my studies once I have fully recovered and overcome this challenging time. Your assistance in this matter would be greatly appreciated and would provide immense relief to me and my family during this difficult period.

Thank you for your attention to my request. I am hopeful for a positive consideration from your end.

Yours sincerely,

[Your Name]

[Your Roll Number]

### **3. Application for Tuition Fee Refund After Withdrawing from College**

To,

The Principal,  
[College Name],  
[College Address]

Subject: Application for Tuition Fee Refund After Withdrawing from College

Respected Principal,

I am writing to request a refund of my tuition fees as I have recently withdrawn from the college. I am [Your Name] and my details are as follows:

- Name: [Your Name]
- Roll Number: [Your Roll Number]
- Course: [Your Course]
- Date of Withdrawal: [Date of Withdrawal]

I had to leave the college due to [Reason for Withdrawal]. I kindly request your assistance in processing my tuition fee refund as per the college's policies.

I have attached all the necessary documents, including my withdrawal letter and fee payment receipts, for your reference. I would be grateful if you could expedite the refund process so that I can plan my future studies accordingly.

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

Yours sincerely,

[Your Name]

## **4. Application for Admission Cancellation for Personal Family Circumstances**

To,  
The Principal,  
[School/College Name],  
[Address of School/College],  
[City, State, PIN Code].

Subject: Application for Admission Cancellation for Personal Family Circumstances

Respected Principal,

I am writing to inform you about my situation and request the cancellation of my admission to [Class/Program Name] at [School/College Name]. Due to personal family circumstances, I am unable to continue my studies at this time.

My family is facing some challenges that require my immediate attention and support. It is necessary for me to be with them during this difficult period. This decision was not easy for me, but family comes first for me.

I kindly request your understanding and cooperation in processing my admission cancellation. I apologize for any inconvenience caused, and I appreciate the support and guidance I have received during my time at [School/College Name].

Thank you for your attention to this matter.

Sincerely,

[Your Name]  
[Your Class/Program Name]  
[Your Admission Number]

## **5. Application for Fee Refund Due to Unsatisfactory Educational Experience**

To,  
The Principal,  
[School/College Name],  
[School/College Address],  
[City, State, PIN Code].

Subject: Application for Fee Refund Due to Unsatisfactory Educational Experience

Respected Principal,

I am writing to express my concerns about the educational experience I have had at [School/College Name]. I am a student in [Class/Grade] and I have not been satisfied with the teaching and learning environment here.

I have found that the quality of education provided does not meet the standards that I expected when I joined the school/college. The teachers are not able to provide proper guidance, and the resources available for learning are inadequate.

Due to these reasons, I kindly request a refund of the fees that I have paid for this academic year. I believe that it is fair to receive a refund as the educational experience has not been up to the mark.

I hope for your understanding and prompt action regarding this matter. I look forward to a positive response from the school/college administration.

Thank you for your attention to this issue.

Yours sincerely,  
[Your Name]  
[Class/Grade]