KURUKSHETRA UNIVERSITY, KURUKSHETRA
(Established by the State Legislature Act XII of 1956)
('A++' Grade, NAAC Accredited, Category-I University)

CANCELLATION REQUEST FORM

(All fields are mandatory)

1. Date of Request: D D M M Y Y Y Y
2. CDOE Ref. No.:
3. Name of the Student: .....
4. Registered Mobile No:
5. Registered e-Mail ID: .....
6. Academic Session: .....
7. Date of Admission: D D M M Y Y Y Y
8. Programme and Specialization: .....
9. Total Fees Paid: .....
10. Balance Fee Remaining(If any): .....
11. Payment Mode: Cheque: _____ Online: _____ NEFT: _____
12. Transaction Number: .....
13. Date of Payment: D D M M Y Y Y Y
14. Payment Details/Receipt Attached: Yes: _____ No: _____
15. Reason of Cancellation: .....

BANK DETAILS

16. Account Name (as per bank records): .....
17. Does account belongs to applicant: Yes: _____ No: _____
18. In case of 'No' above: Name of Beneficiary: .....
    Relation with Beneficiary: .....
19. Bank Name: .....
20. Account Number:
21. IFSC Code: .....
22. Branch: .....

NOTE: A LEGIBLE COPY OF 1ST PAGE OF **PASSBOOK/ ACCOUNT STATEMENT/ CANCELLED CHEQUE** IS TO ATTACHED FOR CROSS REFERENCE.

UNDERTAKING

I hereby declare that I have carefully filled the above form for cancellation of my admission and refund of fees as per University rules and undertake to get the refund of my fees in my beneficiary/ NBFC/ Bank account at my own risk and responsibility.

(Signature of Student)

FOR OFFICE USE

Verified the receipt of above fees in University Account & the student is eligible for refund of ₹_____as per rules.

(Asstt.)

GUIDELINES FOR REFUND

- If Student is not eligible for admission; the student is eligible for 100% refund except for the registration fees component, student needs to submit the cancellation form as per university format above.
- No Refund for Registration fees component would be done.
- Students should fill this Cancellation Request Form and it is also available on website; note these guidelines are applicable only for Mode of Online programs of Kurukshetra University and not for any other mode of education.

Refund Eligibility:

- 100% Refund (If cancellation received 15 Days or more before the formal-closure date of admission batch)
- 90% Refund (If cancellation request received in less than 15 days before the formal-closure date of admission batch)
- 80% Refund (If cancellation request received is 15 days or less after the formal-closure date of admission batch)
- 50% Refund (If cancellation request received in 30 days or less, but more than 15 days, after formal-closure date of admission batch)
- 0% Refund (If cancellation request received more than 30 days after formal-closure date of admission batch).

The above-mentioned deductions would be made on total fees paid by the student; only emailed requests of this cancellation form will be accepted for processing. Students should email the cancellation form to esupport@kuk.ac.in for the same.

UNDERTAKING

I have read the cancellation policy and I undertake to abide by the said policy of the university.

(Signature of Student)