

FORM FOR TC

To
The Principal/Officer-in charge
Jalpaiguri Government Engineering College
Jalpaiguri-735102

Sub: Prayer for refund of refundable portion of Fees deposited at the time of admission.

Sir,

With due respect I am to request you to-

- Cancel my candidature/ studentship in the year _____, Dept _____ of B.tech/ M.Tech as I have got admitted in another institute and arrange to refund the refundable portion of fees including College/Mess Caution Money after adjusting dues, if any.
- Issue transfer certificate in favour of me.
- Arrange to issue A/C payee cheque in favour of me or credit to the bank Account mentioned hereunder.

(Please strike out which is not applicable.)

(FILL IN BLOCK LETTERS)

- 1) Name of the student :
- 2) College Roll No. :
- 3) WBUT Roll & Registration No. :
- 4) Year of Admission in College :
- 5) Hostel Boarders/Day Scholar :
- 6) Date of leaving Hostel :
- 7) Hostel No. & Room No. :
- 8) Mobile No.(MANDATORY) :**
- 9) E-mail Id (MANDATORY) :**
- 10) BANK & Branch :
- 11) Bank Account No. :
- 12) Bank IFSC Code :

(Note: The bank account should be in the name of the Student or where student is the First Holder of Account)

(Counter Signature of Guardian with date)

(Full signature of the student with date)

Enclosure (Mandatory): 1.Original Admission Slip & WBJEE Rank Card (for transfer due to decentralised counselling) 2. Self attested copy of the Photo Id Card of Student (Preferably College ID Card or WBUT Registration certificate for Pass out student/ student transferred during the Mid- session) 3. A cancelled cheque & copy of the 1st page of Pass Book of the bank Account stated above (self signed) 4. Transfer certificate signed by the Principal, JGEC. 5. Document regarding deposition of fees to the college bank account.

(For office use only)

1. Remarks of the Principal/O.I.C.	3. Remarks of the Librarian	5. Remarks of Cashier
1. Remarks of the Dy. Registrar.	4. Remarks of the Asstt. Proctor	6. Remarks of the Accounts Officer