

# MAITREYI COLLEGE, NEW DELHI - 110021

To be submitted in Duplicate

The Principal  
Maitreyi College  
New Delhi - 110 021

## SUBJECT : REQUEST FOR WITHDRAWAL / CANCELLATION OF ADMISSION / REMOVAL OF NAME FROM THE COLLEGE ROLLS

Madam,

I have been admitted / am a student of :

1. Course \_\_\_\_\_ 2. College Roll No. \_\_\_\_\_

3. Category: SC/ST/OBC/PH/GENERAL/J&K \_\_\_\_\_ 4. DU Application No. \_\_\_\_\_

I request that I may be allowed to withdraw / get my name removed from the college rolls with immediate effect and that my original certificates may be returned to me immediately. The fees and the caution money be refunded as per University Rules.

A clearance slip in duplicate duly completed in all respect is attached herewith.

NAME OF THE STUDENT : \_\_\_\_\_

(In Block Letters)

Address : \_\_\_\_\_

\_\_\_\_\_

Yours faithfully

(Signature of the Student)

Telephone/Mobile: \_\_\_\_\_

Date : \_\_\_\_\_

Student's Bank A/c details: (for the purpose of refund etc.)

(Note : The Bank Account details should be in the name of student only)

Name of the Student (In Block Letters) .....

A/c No. .... Name of the Bank.....

Branch Address .....

IFSC Code of Bank .....MICR CODE OF Bank .....

Note : STUDENTS ARE REQUIRED TO GIVE THE BANK ACCOUNT DETAILS ONLY ON HER NAME CAREFULLY, THE FINAL AND SOLE RESPONSIBILITY OF CROSS CHECKING THE ACCOUNT NUMBER, BANK IFSC CODE AND EVERY OTHER DETAILS LIES WITH THE STUDENTS, AND THE COLLEGE WILL NOT BE HELD RESPONSIBLE FOR ANY ACCIDENTALLY TRANSFERRED OF FEES REFUND AMOUNT TO AN UNINTENDED RECIPIENT.

### FOR OFFICE USE

Withdrawal / Removal of name of the above student and return of original certificates / issue to College Leaving Certificate / refund of fees and other dues as per rules, may be permitted with effect from the date mentioned above by the student subject to submission of clearance slip duly completed.

Dealing Asstt.

S.O. (Admn.)

ALLOWED

Vice-Principal / Admn. Officer