

Date:-...../.....20....

To

The Dean (Academics)
National Institute of Technology Raipur
Raipur (C.G.)
Subject: Request for Cancellation of Admission.

I was enrolled at National Institute of Technology Raipur in the year.....

My particulars are as follows:

Name:.....

Father's Name:.....

Roll No./Enrollment No.:.....

Programme in which Admitted:- (B.Tech/B.Arch/M.Tech/M.Sc./MCA)

Department:.....Current Semester.....

Mobile No.:.....Email:.....

Reasons (with supporting documents) for Cancellation of admission.:.....

Bank details of the student applying for cancellation of admission:

Bank Details (Bank Account no. should be in the name of Student or parents)
Bank Name: Bank IFSC code: Bank A/C No.: Name of A/C Holder:

I would like to cancel my admission for the seat allotted in Nit, Raipur. I request you to kindly allow to refund fee as per the Institute refund rules. I have read the institute refund rules & rules for cancellation of admission which is available on website of the Institute. I shall abide by all the rules, regulations. Terms and conditions of the Institute.

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Signature of Parents

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Signature of Candidate with date

Recommended

Verified

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HOD/Dy. Centre In charge

Asst. Registrar (Student Section)

Joint Registrar

The above candidate is allowed to withdraw his/her seat on his/her own request., Refund will be as per Institute rule. (For Rules Click here Rules for Cancellation of Admission and Refund)

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Dean (Academics)

Date:.....

Asst. Registrar (Student Section)

Mandatory Enclosure: Original Admission Slip, Self Attested Photo copy of Bank Pass Book, Self attested photo copy of Aadhar Card, Original complete No. Dues, Last Mark Sheet (For TC/MC).

Checklist for Admission Cancellation Form

S.No.	List of Documents	Tick
1.	Filled Admission Cancellation Form (Page No.01)	
2.	Copy of Admission Slip	
3.	Copy of No Dues Certificate (Generate from MIS Portal)	
4.	Copy of Last Semester Grade Card	
5.	Fees Payment Receipt of Postal Charges (If applicable)	

General Instructions

1. Students must complete the Admission Cancellation Form and obtain the signature of the concerned Head of Department (HoD)/Branch HoD.
2. After obtaining the required approval, students should submit the duly signed form along with all the documents listed in the above checklist to the Students Section for further processing.