



# ALLIANCE UNIVERSITY

Private University established in Karnataka State by Act No. 34 of year 2010  
Recognized by the University Grants Commission (UGC), New Delhi

**(For office use only)**

Student file No.: \_\_\_\_\_

Refund Application No.: \_\_\_\_\_

Receipt Date.: \_\_\_\_\_

To,  
Director – Admissions  
Alliance University  
Chandapura-Anekal Main Road,  
Anekal, Bangalore – 562 106

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

**Subject: Application for cancellation of admission and request for refund of fee**

Respected Madam,

I Mr./Ms. \_\_\_\_\_ S/o./D/o. \_\_\_\_\_

bearing Application Form No. \_\_\_\_\_ being provisionally admitted to the \_\_\_\_\_  
\_\_\_\_\_ course at \_\_\_\_\_.

Alliance University, seek to withdraw my admission due to \_\_\_\_\_

Hence I request you to refund the fees paid by me after making deductions as per the refund policy of the University.

The details of the fees paid are as follows:

Sl. No.	Particulars	Mode of Payment (DD/Cash/Online)	Receipt No.	Receipt Date	Amount Paid (in INR)
1.	Registration Fee				
2.	Tuition Fee				
3.	Hostel Deposit				
4.	Hostel Fee				
5.	Any other _____				
<b>Total</b>					

Kindly refund the cheque in favour of \_\_\_\_\_ (Student name only) as per  
the bank records and please send me the cheque to my postal address: \_\_\_\_\_  
\_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Pincode \_\_\_\_\_

Yours sincerely,

Signature: \_\_\_\_\_

Mobile Number: \_\_\_\_\_

**Documents Checklist:**

- Letter of provisional admission offer
- Fee receipts
- ID card (if applicable)
- Copy of cancellation cheque leaf /passbook front page