**APPLICATION FOR FEE REFUND**

 **From: Name:**

 **Enrollment No.:**

 **Sem.:**

 **Course: BE/ME/MCA/WP**

 **Branch:**

 **Mobile:**

 **E-Mail:**

**To,**

**The Principal**

**L.D. College of Engineering**

**Ahmedabad**

**Sub**: Fee Refund of GTU Exam Summer/Winter20 /Hostel Fee/Tuition Fee/Reassessment/Rechecking for GTU

 Exam Summer/ Winter 20. Due to HDFC Server Disorder/ Due to Mistake………………………………………………….

 **Respected Sir,**

 I ……………………………………………………… student of this institute paid my fee of GTU Exam Summer/Winter/Hostel fee/Tuition Fee/Reassessment/Rechecking for GTU Exam Summer/Winter on date …………………. Due to following reason My Fee paid twice/Wrongly. My Refund amount is Rs. ……………………..... (In words ……………………………………………….)

**Reason: (1) Due to HDFC server Error Receipt is not generated hence paid twice.**

 **(2) I have maid mistake in writing Enrollment No./ Sem./Exam Type/ Course/Male/Female.**

 **(3) Any other Specify ………………………………………………………………………………………**

I am attaching the receipts of my payment for your reference.

Kindly Give me refund of above amount in my bank account.

**A/C No: ………………………………………………………………**

**A/C Holder Name: ………………………………………………………………………………**

**Name of Bank: …………………………………………. Branch with Branch code ……………………………………………………….**

**IFSC Code: …………………………………………**

**Thanking you.**

 **Yours Sincerely**

**Verified By:**

**Signature of Department Coordinator Sign and Stamp of HoD**

**Enclosures:** 1) HDFC Fee receipts.

 2) If Fee receipt is not generated Proof of Amount deducted from Bank Account. (Pass book Xerox)

 3) Xerox of First page of Pass Book showing all details of above refund.