



Your Dreams Our Goal
POORNIMA
UNIVERSITY



Member of Association of Indian Universities & Approved by UGC (Govt. of India) under 2(f) & 12(B)

REQUEST FOR ADMISSION CANCELLATION

To,
 The Registrar
 Poornima University, Sitapura, Jaipur

Sub: Request for Admission Cancellation

- 1 Name of Student
- 2 Father's Name
- 3 School
- 4 Course & Year
- 5 Date of admission
- 6 Date of cancellation

Details of fee deposited:

S.No.	Fee Head	Mode of deposit	Date	Amount	No-dues with deduction details (concerned authority)
1	Course fee				
2	Hostel Fee				
3	Transport fee				
TOTAL					

Kindly refund me deposited amount after deduction cancellation charges / due fee. Cheque may please be prepared in the name of.....

Signature of Parents

Signature of Student

Enclosure: 1. Xerox copy of fee receipt

----- **FOR OFFICE USE ONLY** -----

S.No.	Fee Head	Fee deposited	Deduction	Refundable Amount
1	Course fee			
2	Hostel Fee			
3	Transport fee			
Refundable Total Amount				

Kindly Prepare a cheque of Rs..... in words..... favoring

Authorized Signatory

Cash Officer	Verification Department	Accounts Department



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STUDENT NO DUES FORM

Session 20.... - 20....

Student Name _____ Faculty _____

Father's Name _____ Programme _____

Year _____ Specialization _____

Semester _____ Registration No. _____

Reason of Leaving: _____

_____ Student's Signature

Remarks from Department	
Tutor	: _____ _____
Head of Department	: _____ _____ _____
Signature of HoD	Signature of Dean

S. No.	Authorized Signatory of the Department	Remarks	Signature
1	Chief Librarian		
2	Network Administrator		
3	Store Officer		
4	Transport Officer		
5	DSW		
6	Chief Warden	Hostel	
		ERP - Check Out	
7	Deputy Registrar (Finance)		



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STUDENT NO DUES FORM

Office of Pro-President

Signature of Pro-President

Office of President

Signature of President

For Office Use

Signature of Registrar



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STUDENT NO DUES FORM (HOSTEL)

Session 20.... - 20....

Date: _____

This is to certify that there are no dues against _____
S/o or D/o _____ Student of _____ Year _____ Semester
School of _____ Branch _____ Course _____
Registration Number _____

S.no	Department	Name of In charge	Remarks	Sign.
1.	Mess In-charge			
2.	Hostel	Warden		
		ERP - Check Out		
3.	Accounts In-charge			
4.	Submit I-Card	Hostel Office		

Student's Signature



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STUDENT NO DUES FORM (TRANSPORT)

Session 20.... - 20....

Date: _____

This is to certify that there are no dues against _____
S/o or D/o _____ Student of _____ Year _____ Semester
Campus _____ Course _____ Branch _____
Registration Number _____

S.no	Department	Name of In charge	Remarks	Sign.
1.	Transport In-charge	Transport		
		ERP - Unsubscribe		
2.	Accounts In-charge			
3.	Submit I-Card	Transport Office		

Student's Signature



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STUDENT NO DUES FORM CONVOCATION

Session 20.... - 20....

Student Name _____ School _____

Father's Name _____ Programme _____

Year _____ Specialization _____

Semester _____ Registration No. _____

S. No.	Authorized Signatory of the Department	Remarks	Signature
1.	Head of the Department		
2.	Chief Librarian (Library)		
3.	Student Dealing Officer (ID Card)		
4.	Chief Warden	Hostel	
		ERP - Check Out	
5.	Deputy Registrar (Finance)		

Student's Signature



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FORMAT FOR REQUISITION OF TRANSFER / CHARACTER CERTIFICATE

Name of Student: _____ Father's Name: _____

School: _____ Year & Branch: _____

Mobile No. : _____ Poornima Email ID: _____

Registration No.: _____ University Enrolment No. _____

Session of Admission: 20__ - 20__ Admission taken in _____ Semester

Reason for requisition of Transfer Certificate / Character Certificate (Tick any one)

- Completion of Course
 Discontinuation during the course, specify reason for discontinuing the course

Documents to be attached:

1. Photocopy of Consolidated Mark sheet;
2. Photocopy of Provisional Certificate;
3. Mark sheet of Last examination (in case of discontinuing in midsession)

I declare that all information furnished above is correct. I request you to kindly issue the Transfer Certificate / Character Certificate & oblige.

Name & Signature with Date

For Office Use

Authority	Name & Signature with Date
Checked by: Dy. Registrar	
Information Verified by: Secrecy Office	
Approval of Issuance by: Registrar	
Handed Over by: Executive (Student Window)	

Please Note:

- The Transfer Certificate / Character certificate will only be issued to the student or his/her parent
- In case of incomplete form the request for TC / CC will not be processed
- TC / CC will be issued within one working day after the submission of form at students window

Receiving signature of student/ parent with full name, date & time: