

**DIRECTORATE OF DISTANCE EDUCATION**  
**KURUKSHETRA UNIVERSITY KURUKSHETRA**  
(Established by the State Legislature Act XII of 1956)  
("A+" Grade, NAAC Accredited)

Application for Refund of Fee

The candidate must submit this form, duly filled in, under Registered Cover.

Refund of fees will be permitted strictly in accordance with the rules and regulations in force.

To

The Director (DE),  
Kurukshetra University,  
Kurukshetra.

Sir,

Kindly refund a sum of Rs.....(Rupees.....)  
which is 25% less of the total amount remitted by me to your office as per particulars given below:-

Particulars

1. Name of applicant.....  
(In block letters)
2. Father's Name.....
3. Name of the Class.....
4. DDE Ref. No.....
5. Amount paid Rs.....
6. Fee Receipt No. & Date.....
7. Name of the Bank.....
8. Bank Account No. (Photocopy of Passbook attached)
9. IFSC No.....

(Note:- No application will be entertained unless Fee Receipt No. and particulars of your Bank Account is mentioned )

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Yours faithfully;

(Signature of the Candidate)

Full Address.....

Dated.....

TO BE FILLED BY THE DIRECTORATE OFFICE

Remarks by the Branch Concerned

1. Name of the Candidate.....
2. Name of Class.....
3. DDE Ref. No.....
4. Year & Session.....
5. Fee Receipt No. .... Dated..... Rs.....  
..... Dated..... Rs.....  
..... Dated..... Rs.....
6. Amount to be refunded, Rs.....
7. Date of receipt of refund application.....
8. No. and date of the letter declaring the candidate ineligible.....  
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9. Whether the claim of refund of fee is in time.....

Signature of the Dealing Clerk  
Dated.....

Verified

Assistant

The refund of Rs. .... is permissible under the rules and the amount be refunded please.

Certified that the candidate under reference was declared ineligible to take admission in the Directorate.

AR/DR (DE)

Supdt.-IV

Budget Head.....

Accounts Branch Pay Order

Pay Rs.....

Rs.....

Asstt. (Accounts) Supdt. (Accounts)

AUDIT PAY ORDER