

# The Punjab State Board of Technical Education and Industrial Training,

Plot No. 1A, Sector 36 A, Chandigarh ([www.punjabteched.com](http://www.punjabteched.com))

## APPLICATION FOR FEES REFUND (Admission session 2021-22)

(To be submitted on or before the last date notified by the Board)

Stream:  Dip in Engg  LEET  Pharmacy  MOP  PTD  PTD-LEET

### Admission Details

1. Allotted Trade : \_\_\_\_\_  
2. Allotted Institute : \_\_\_\_\_

### Candidate Details

1. Name of the Student : \_\_\_\_\_  
2. Online Registration No. : \_\_\_\_\_  
3. Application No. : \_\_\_\_\_  
4. Contact No. : (i) \_\_\_\_\_ (ii) \_\_\_\_\_  
5. Email : \_\_\_\_\_  
6. Correspondence Address : \_\_\_\_\_

### Bank Details: (Attach self attested copy of first page of Bank passbook)

Name of the Bank : \_\_\_\_\_  
IFSC of the Bank : \_\_\_\_\_  
Account No. : \_\_\_\_\_  
Name of the Account holder : \_\_\_\_\_

### Refund Details: - (Tick the relevant option)

#### A. Refund of fees applied for (select the appropriate option)

1. Excess Registration Fees Paid
2. Excess Admission Fees Paid
3. Refund of withdrawn seat but admitted in other institute
4. Refund of Cancelled Seats and not admitted in any institute
5. Refund of Admitted students

B. Amount Paid : Rs. \_\_\_\_\_

C. Applied for refund of : Rs. \_\_\_\_\_ Transaction ID : \_\_\_\_\_

: Rs. \_\_\_\_\_ Transaction ID : \_\_\_\_\_

D. Status of Admission :  Admitted  Not admitted / Cancelled / Withdrawn

I solemnly declare that the information as supplied by me in this application form is correct and true and nothing has been concealed. I understand that in case of full fee refund, seat allocated during the counseling shall stands cancelled and I shall have no right of claim on that seat. I shall be responsible for all the consequences arising of any wrong statement on my part.

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

Signature of the candidate

### **Instructions for Fees Refund:**

1. Candidates can apply for only refund of fees online through his/her login id of counselling on online portal as well as through offline mode by filling the performa for fees refund available on Board's website.
2. Candidate must mention the bank details very carefully. Board will not be responsible for any mistake or wrong information.
3. Candidate can apply for fees refund in the below mentioned cases:-
  - a. **Excess Registration Fees Paid:** For the candidates who have deposited the Online counselling Registration Fees for more than one time for the same stream due to non-receipt of the successful payment message from the Bank. In such cases, **only the excess payment is required to be refunded to the candidates without any deduction.**
  - b. **Excess Admission Fees Paid:** For the candidates who have deposited the Admission Fees for more than one time for the same stream due to non-receipt of the successful payment message from the Bank. In such cases, **excess Admission Fee should be refunded without deducting any amount from the same.**
  - c. **Refund of withdrawn seat but admitted in other institute:** For the candidates who have withdrawn any particular allotted seat and have been allotted some other seat in another/same institute. In such cases, due to different fee structure of various institutes, student were required to pay the Admission fee again for new admission, so in such cases, **excess Admission Fee paid by the candidate should be refunded without deducting any amount.**
  - d. **Refund of Cancelled Seats and not admitted in any institute:** For the candidates who have opted to cancel the allotted seat and have not been allotted any seat in any other institute. In such cases, **as per previous practice Rs. 1000/- will be deducted from the admission fee deposited by the candidate and the rest of amount will be refunded to the candidate.**
  - e. **Refund of Admitted students:** For the candidates who took admission and the current status of the candidate is admitted and such candidate has opted for refund of fees, in such cases, **as per previous practice Rs. 1000/- will be deducted from the admission fee deposited by the candidate and the rest of the amount will be refunded directly to the candidate.** Thereafter the seat / registration of the candidate will also be cancelled and the candidate will not have any claim whatsoever for that particular seat.
4. Candidates are informed to submit their request for Fee Refund within the stipulated time.
5. Applications / requests for refund of fees received after the last date shall not be entertained in any case.
6. Attach the proof of payment along with application. (Bank receipt for offline payment and screen shot printout for online payment)
7. All the institutes are requested to guide the students as per the instructions mentioned above.