

**Application for Withdrawal of Admission cum No-Dues**

To  
The Director  
Hi-Tech Institute of Engineering & Technology,  
Plot No. 766, 26th KM Stone,  
Delhi-Hapur Bypass,  
NH-24, Ghaziabad 201002

Dated:.....

**Sub: Regarding Cancellation of the Admission of Program .....**

Respected Sir,

With due respect, I am a bonafide student of ..... branch of ..... program of academic batch 20.....-..... of the Institute.

I am unable to continue my admission due to my personal reasons; therefore, I am applying for the withdrawal of admission. You are therefore requested to process my withdrawal of admission. Below please find my No-dues from the concerned departments:-

S. No.	Department	In-Charge Name	Dues, if any	Sign
01	Library			
02	Computer Lab			
03	Hostel Warden			

Your faithfully

Signature :.....  
Name : .....  
Roll No. : .....  
Program / Year : .....  
Phone No : .....  
E-mail : .....

**Remarks by Finance and Account Department:-**

Tuition Fee Paid (Yes/No) Rs ...../-; Hostel Fee Paid (Yes/No) Rs .....

Details of Caution Money: Rs ...../-; Details of Hostel Security: Rs ...../-

Outstanding Balance (if any): Rs ...../-

Date: .....

**[Signature of Accountant]**

**Remarks by Registrar Office:-**

S. No.	Description	Remarks
1	Total Applicable Fee	
2	Total fee paid by student	
3	Status of University Registration	
4	Date of Start of Classes by Institute	
5	Date of Class attended by student / %	
6	Last date of withdrawal by University	
7	Date of withdrawal application	
9	Last Class attended on date	
10	Status of Book-Bank	
11	Status of Scholarship – Any type	

**[REGISTRAR]**

**[DEAN – STUDENT WELFARE]**

**[DIRECTOR]**