

Date: _____

To,
The Director,
VNIT, Nagpur.

Through: The Associate Dean (HA)

Subject: Cancellation of Hostel Admission (2020-21)

Respected Sir,

I have been allotted HB _____ Room No. _____. I wish to cancel the hostel admission as (Please mention the reason) _____
_____. I request you to kindly refund the hostel fees (as per rules) paid by me
vide DD. No. _____/ Challan No. _____ dated _____ (copy attached) and send the
banker cheque on the address mentioned below.

I would be thankful, if the cheque is drawn in the name (write in capital letter only)
_____. I request you to kindly refund the hostel fees (as per rules) paid by me
vide DD. No. _____/ Challan No. _____ dated _____ (copy attached) and send the
banker cheque on the address mentioned below.

I would be thankful, if the cheque is drawn in the name (write in capital letter only)
_____ or deposit
the amount in my SBI / Canara Saving Bank A/c. No. _____ Branch name
_____ Bank IFSC Code _____

Thanking you,

Yours sincerely,

(Signature)

Permanent Address with Pin Code

Name: _____

ID No.: _____ Enrolment No. _____

Hostel Block No. _____ Room No. _____

Mobile No. _____

Email ID: _____

Important Note: Please attach original Hostel Allotment Letter (**for I Sem. Students only**) along with this application and also enclosed **Hostel Fees paid Receipts of last two session**.

FOR OFFICE USE ONLY

Noted for hostel cancellation vacated the room on _____ Informed Mess contractor on _____

Hostel joining date:-

Hostel vacating date:-

Office Assistant, HB _____ (Signature)

To,
Assistant Registrar (Hostel)