



Procedure for Cancellation of Admission and Refund of Admission Fee

This is for the information of all admitted students who want to cancel their admission and claim for refund of their admission fee. They are required to follow the following necessary steps:

1. Download the **Admission Cancellation Form** available at www.clujammu.in (Annexure '1').
2. After duly filling the Cancellation Form, send the softcopies (scanned copy) of the Cancellation form and Fee Receipt at helpcluj@gmail.com through your registered e-mail id.
3. Once processing student's request for cancellation of admission, his/her claim for admission in the subsequent selection lists shall be forfeited.
4. After cancellation of admission, student's fee refund issue will be processed as per university norms and intimation through SMS, along with Prefilled Refund form, will be sent to candidate's registered mobile no. & e-mail id.
5. The candidate is required to verify his/her prefilled details and resubmit the softcopy of refund form after signing it, at helpcluj@gmail.com from his/her registered e-mail id.
6. Full fee will be refunded on cancellation of Admission fee upto November 30, 2020.
7. A deduction of Rs. 1000/- only be charged for cancellation of admission upto December 31, 2020.
8. No claim for refund of admission fee shall be entertained after the period indicated above.

Dean Academic Affairs

CLUSTER UNIVERSITY OF JAMMU

Admission Cancellation Form

1. Name of the Applicant (in Block Letters):
2. Father's name (in Block Letters):
3. Address:
4. E-mail ID.....
5. Mobile No.....
6. Tick the right option: Cancellation of UG(General) Admission
 Cancellation of UG(Hons) & Integrated PG(Hons) Admission
7. Application No.
8. Name of Allocated College/School.....
9. Subjects Allotted.....
10. Amount of Fee Deposited:
11. Date on which fee deposited (Attach scanned copy of Fee Challan).....
12. Reasons for Cancellation:
13. Have you been admitted in other course of Cluster University of Jammu? (if yes, mention, Application No....., Name of College/School.....
Subjects allotted)
14. Bank Details (Where you want the refund):
 - A. Bank Name:
 - B. Name of the Account Holder:
 - C. Bank Account No.
 - D. Branch:
 - E. IFSC CODE:

-----**Declaration by Candidate**-----

I solemnly declare that the information furnished above is true and correct to the best of my knowledge and I shall abide by the decision of the competent authority.

Full Signature of the Applicant
With date: