

**Official Use**  
 Ref. No. RBU/MA/2024/...../.....  
 Date: ...../...../2024

**(Session 2024-25)**

**Application Form For : Transfer  /Migration  /Cancellation  or  
 Excess Fee Refund  Excess Fee Adjustment in Next Sem. Fee**

(tick whichever is applicable)

**Official Use: School/College \_\_\_\_\_ Branch/Course: \_\_\_\_\_**

• **Registration number of the Student:** RBU24

• **Personal information of the Student:**

Name of the student: \_\_\_\_\_

Father's/Mother's Name \_\_\_\_\_

Address : \_\_\_\_\_

Contact No. : (1) \_\_\_\_\_ (2) \_\_\_\_\_ (Mobile/landline with STD code)

• **Fee Deposited**

a. Academic Fee Rs. \_\_\_\_\_ Receipt No. \_\_\_\_\_ Dated \_\_\_\_\_

b. Hostel/ Transportation Fee Rs. \_\_\_\_\_ Receipt No. \_\_\_\_\_ Dated \_\_\_\_\_

c. Reason of Transfer/Migration/Cancellation (tick appropriate & mention reason below)

\_\_\_\_\_

\_\_\_\_\_

**Signature of Student** **Signature of Parent/Guardian**

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**For Official Use**

The seat of Mr./Ms. \_\_\_\_\_ has been transferred/migrated/cancelled and  
 Rs. \_\_\_\_\_ has been approved for refund/transfer or refunded/transferred on date: \_\_\_/\_\_\_/\_\_\_\_.

Transferred to \_\_\_\_\_ (Campus Name & station) in \_\_\_\_\_ Course with  
 his/her own consent.

**Name, Designation & Department of Dealing Official** **Admission Incharge**  
 (Signature of the Dealing Official) (Signature of the Admission Incharge)

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**Account Details to be filled by Parents/ Students**

Account Number:..... Name of A/C Holder: .....

IFSC Code: ..... Place of Bank:.....

Name of Bank: .....