

**MARTIN LUTHER CHRISTIAN UNIVERSITY
MEGHALAYA**



Application for Withdrawal from Course

SECTION A

(To Be fill by the Student)

Date: _____

Full Name (*Block letter*): _____ Gender: _____

Year of Enrollment: _____ Course: _____

Semester: _____ Date of Admission: _____ Registration number: _____

Full Address: _____ Phone No.: _____

Reason for withdrawal: _____

Account Name: _____ Account No: _____

Bank Name: _____ IFSC Code: _____

Kindly attached the Provisional Admission Letter and the Payment Receipt for verification

Signature of the Applicant

Signature of Parents/Guardian

SECTION B

(To Be fill by the Admission Office)

Date of commencement of the program: _____

Signature of the Registrar/Dean of Student

Date:

SECTION C

(To Be fill by the Finance Office)

	Date	CR No	Amount (Rs.)
Fee Received			
		Less: Registration fee and Alumni fee (Not refundable as per refund policy)	
		Balance	
		Less: Fee Forfeited (As per refund policy)	
		Net Amount due	

Prepared and Verified by

Signature of the Finance Officer

Date: