

## **MBA (Business Economics) Admission, 2019-20**

### **Important Instructions for Fees Refund (withdrawal process)**

#### **Fees Refund process for MBA (BE) Programme, 2019-20**

#### **Withdrawal process involves the following Steps :**

1. Fill two withdrawal forms separately. ( for Library fees (two forms) and Tuition fees refund)
2. Paste one revenue stamps of Rs. 1 on each form at the place of Signature
3. Attach the photocopy of fees receipt on each form separately.
4. **Attach the photocopy of cancelled cheque on both form separately. Account should be in the name of Candidate only.**  
**No other account detail will be entertained.**

5. Both forms should be submitted in the Department Office.

**NOTE : THE WITHDRAWAL PROCESS WILL BE COMPLETE ONLY AFTER STEPS 1, 2, 3 AND 4 HAVE BEEN FOLLOWED.**