

**ADMISSION CANCELLATION REQUEST**

Date : \_\_\_\_\_

The Registrar,  
Vishwakarma University,  
Survey No. 2/3/4 , Laxminagar, Kondhwa(Bk), Pune-48

**Subject : Application for Cancellation of Admission**

Dear Sir / Madam,  
I, the undersigned, have taken admission to Vishwakarma University (VU).

**SRN** :  **Program Name** :

**Year & Semester** :  **Branch** :

For below mentioned reason, I want to cancel my admission for the said programme. I am hereby submitting original receipt for the payment made towards admission.

Thanking you,

Name of the Candidate : \_\_\_\_\_

Contact Number : \_\_\_\_\_ Email ID : \_\_\_\_\_

Reason for Cancellation : \_\_\_\_\_

Signature of the Candidate

I hereby confirm that all original documents are handed over back to me and from this moment VU does not possess any original documents related to admission / personal information.

Signature of the Candidate

I hereby confirm that the reason mentioned by my ward for cancellation of admission is true, complete and correct. I do not have any objection regarding cancellation of admission.

Signature of the Parent  
Contact No :

**Approved by :**

Teacher Guardian/Mentor

Head of Dept.

Dean

For Office Use Only

Fees Paid	Receipt No.	Refund (Amt)	Refund Details	Signature
				(Accounts Office)

**Student Facilitation Center**

**Registrar**