



NATIONAL INSTITUTE OF TECHNOLOGY GOA

Farmagudi, Ponda, Goa 403 401

Rules for withdrawal of Admission (B.Tech./M.Tech./Ph.D.)

NIT Goa will consider request for withdrawal of Admission if such a request is made in accordance with the following rules:-

1. Students admitted to any of the courses offered by the Institute may apply for withdrawal of his/her admission at any time during the program.
2. Application for withdrawal must be made in the prescribed format (enclosed) duly signed by the student and his/her parent and to be submitted in person. Other modes of application will not be entertained. Please note that the student's presence is a must for the withdrawal of his/her admission. Requests received through Email or Post will not be entertained and responded.
3. Fee refunds to such students will be made as per Institute refund policy. All refunds shall be made only to the bank account as per the details furnished in the application.
4. Transfer Certificate (TC)/Conduct Certificate (CC)/Migration Certificate (MC) will be issued only after producing the No Dues Certificate and application for the withdrawal in original (Note: minimum of seven working days are required to issue the certificate requested).
5. In case the applicant is authorizing some person to receive the TC/CC/MC on behalf of him/her; a Letter of Authorization in original, wherein the authorizer attests the signature and photo identity of the authorized person, must be submitted to the Assistant Registrar (Establishment Section).
6. Refund Policy is available on the Institute website.

Date:-...../...../20....

To
The Dean (Academics)
National Institute of Technology Goa

Subject: Request for Withdrawal of Admission

I was enrolled at National Institute of Technology Goa in the year

My particulars are as follows:

Name :..... Father's Name :.....

Roll No./Enrollment No. :

Programme in which Admitted (B.Tech./M.Tech./Ph.D.) :

Department :..... Current Semester :.....

Mobile No. :..... Email Id. :.....

Reasons for withdrawal of admission:.....

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Bank details of the student applying for withdrawal of Admission:

Bank Details (Bank Account no. should be in the name of Student or Parents)	
Bank Name :	
Bank IFSC Code :	
Bank A/c No. :	
Name of A/c Holder :	

I hereby apply to withdraw my admission from NIT Goa and request that you kindly refund the fee as per the Institute refund rules. I have read the institute refund rules & rules for withdrawal of admission, which is available on the website of the Institute. I shall abide by all the rules, regulations, terms and conditions of the Institute.

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Signature of Applicant's Parent

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Signature of Applicant with date

Recommended

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HOD / Centre In charge

The above candidate is allowed to withdraw his/her seat on his/her own request.

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Dean (Academics)

Mandatory Enclosure: Original Admission Slip, Self-Attested Photocopy of Bank Pass Book, Self-Attested photocopy of Aadhaar Card, No Dues Certificate (Original), Last Mark Sheet (For TC/MC).

Refund Policy

1. Refund of Fee against withdrawal during the ongoing admission process by the concerned Central Counselling Authority (CCA).
If a candidate withdraws his/her admission when the admission process is going on, the refund rules will be governed by the rules of the concerned CCA.
2. If a candidate withdraws his/her admission after the cutoff date, he/she will be entitled for a refund by deducting a sum of Rs.10,000/- (Rs. Ten Thousand Only), provided CCA or the Institute has an opportunity to offer his/her vacant seat to other candidates and get filled. However SC/ST candidates will be exempted from the above deduction.
3. If a candidate withdraws his/her admission and the Institute has no chance to fill up the seat thus vacated, no fee will be refundable to the candidate.
4. Refund of Fee in case candidate who could not clear their qualifying examination within the stipulated period given by CCA or the Institute. His/her admission will be treated as cancelled, and the candidate is not eligible for any refund.
5. In case of the unfortunate death of a student, a sum of Rs.1,000/- (One Thousand Only) will be deducted, and the rest amount for the respective semester shall be refunded.
6. Refund in case of Detained/debarred Students.
If a student has paid the fees for the semester in which he/she can't be admitted due to the detention, the paid fee shall be adjusted against the corresponding semester whenever he/she becomes eligible for admission. However, such a fee adjustment will not be allowed if a student is not admitted due to any punishment imposed by the institute administration.

The above rules shall remain applicable till further orders.