

**MARTIN LUTHER CHRISTIAN UNIVERSITY  
MEGHALAYA**



**Application for Withdrawal from Course**

**SECTION A**

*(To be filled 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 filled by the Admission office)*

Date of commencement of the program: \_\_\_\_\_

\_\_\_\_\_  
Signature of the Registrar/Dean of Student'

Date:

**SECTION C**

*(To be filled by the Finance office)*

	Date	CR No	Amount (Rs.)
<b>Fee Received</b>			
		Less: Registration 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: