

# NATIONAL INSTITUTE OF TECHNOLOGY CALICUT

GA1/1766/Tuition fee/MS/2018-19


March 28, 2018

## NOTICE

**Sub: Application for adjustment of extra fees paid by oversight during Monsoon Semester 2018-19 – previous semesters on exceptional cases.**

It is notified for the information of students that, those who had paid any extra fees during the previous semesters by oversight, which still remained unadjusted can now request for adjustment of such fees in the prescribed format which can be download. Thos who are completing their course by Winter Semester 2017-18 can also apply for refund of excess fee paid by them during Winter Semester 2017-18 in the same format with a special request for refund.

The application along with all supporting documents (Fee Receipt – Fee Deposit slip – Registration Slip, Certification from F.A. etc ...) should reach the academic section **on or before 25<sup>th</sup> April, 2018** and thereafter no such requests will be entertained. Applications which are not the format (which can be downloaded) without the supporting documents/certifications will be summarily rejected.



Deputy Registrar (Academic)



Dean (Academic)

<Application format>

To:

All Notice Boards including Hostel Notice Boards

Copy to: All Deans, All HODs.. for circulation among Faculty Advisors, DR (Fin.)

# NATIONAL INSTITUTE OF TECHNOLOGY CALICUT

S No.

शैक्षिक अनुभाग / Academics Branch

## APPLICATION FOR ADJUSTMENT OF EXCESS FEES PAID

**SEMESTER: WINTER SEMESTER 2017-18**

(The form is only for excess payment in Winter Semester 2016-17\*)

### PART A

Name of the Student		Roll No.
<b>Contact Particulars</b>		
Mobile 1	Mobile 2	Email address
<b>Category</b>		<b>Eligible for Fee waiver</b>
SC/ST/OBC/OEC/PH/GEN		Yes/No
<b>Sate/Quota</b>	<b>Name of F.A.</b>	<b>Hostel Room No.</b>

### DETAILS OF EXCESS FEE PAID

Semester in which Excess fee has been paid	
<b>Receipt No. and Date</b> (Attach receipt issued by Accounts section of NITC)	<b>No. Date:</b>
<b>REASON FOR EXCESS FEE PAYMENT</b>	
The amount paid was higher than the amount of fee due for payment. If so, amount shown as Suspense A/c	
<b>Undergoing Probation -Registered only failed subject of 1<sup>st</sup>/2<sup>nd</sup> year (level) (Rule 8 B.Tech. Ord.&amp;Regulations)</b> (Should accompany the Registration form and application for reimbursement has to be invariably recommended by F A- Part B) If so, please mention Code Number of courses registered	
Any other (please specify)	

### AMOUNT OF FEE TO BE ADJUSTED

Amount Paid	Amount Due	Amount to be adjusted
(a)	(b)	(a)-(b)

*\*Note: Use separate form claims pending for previous semesters, if any*

I hereby declare that I have not made any claim earlier for the adjustment of the amount mentioned above and later if it is found that the claim is false and or/duplicate, the amount can be recovered from me and necessary disciplinary action can be taken against me.

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

**Signature of Student** \_\_\_\_\_

### PART B

#### CERTIFICATION OF CLAIMS OF STUDENTS UNDERGOING PROBATION

It is certified that the student is undergoing probation as per B.Tech. Ordinances and Regulations and the claim made by the student is in order.

Name of Faculty Advisor \_\_\_\_\_

Signature \_\_\_\_\_

Incomplete forms not accompanied by fee receipt and/or certification from F A in case of probation claims will be summarily rejected

(for office Use only)

Amount claimed	Amount Due	Amount to be adjusted	Remarks

Section Clerk

J S

Deputy Registrar (Acad)