



BON SECOURS COLLEGE FOR WOMEN (AUTONOMOUS)

NAAC Accredited with A++ Grade in Cycle II

UGC Recognized 2(f) and 12(B) Institution

An ISO 21001:2018 Certified Institution

Affiliated with Bharathidasan University, Tiruchirappalli

Vilar Bypass, Thanjavur – 613006.

INTERNATIONAL STUDENT FEE REFUND APPLICATION FORM

(For Students Admitted through Study in India (SII) Portal / International Admissions)

1.	Student Name (as per Passport)	:	
2.	Application Number / SII ID	:	
3.	Admission Number (if allotted)	:	
4.	Programme Admitted	:	
5.	Department	:	
6.	Academic Year	:	
7.	Nationality	:	
8.	Passport Number	:	
9.	Date of Birth	:	
10.	Email ID	:	
11.	Mobile Number	:	
12.	Date of Admission	:	
13.	Date of Fee Payment	:	
14.	Amount Paid	:	
15.	Mode of Payment (Bank Transfer/ Online Payment/ Other)	:	
16.	Transaction Reference Number	:	
17.	REFUND REQUEST DETAILS (Reason for Withdrawal / Refund Request)	:	<input type="checkbox"/> Visa Rejected <input type="checkbox"/> Admitted to Another Institution <input type="checkbox"/> Personal Reasons <input type="checkbox"/> Financial Constraints <input type="checkbox"/> Medical Reasons <input type="checkbox"/> Other (Specify): _____
18.	Detailed Reason for Refund Request	:	
19.	Date of Withdrawal Request	:	

20.	BANK DETAILS FOR REFUND	:	
	Name of Account Holder	:	
	Relationship with Student	:	
	Bank Name	:	
	Branch Name	:	
	Account Number	:	
	SWIFT Code	:	
	IFSC Code (if applicable)	:	
	Bank Address	:	
	Country	:	
21.	DOCUMENTS ENCLOSED	:	<p>Please tick (✓) the applicable documents:</p> <p><input type="checkbox"/> Copy of Passport</p> <p><input type="checkbox"/> Admission Offer Letter</p> <p><input type="checkbox"/> Fee Payment Receipt</p> <p><input type="checkbox"/> Admission Confirmation Letter</p> <p><input type="checkbox"/> Visa Rejection Letter (if applicable)</p> <p><input type="checkbox"/> Bank Passbook</p> <p><input type="checkbox"/> Cancelled Cheque Copy</p> <p><input type="checkbox"/> Refund Request Letter</p> <p><input type="checkbox"/> Other Supporting Documents</p> <p>_____</p>
22.	DECLARATION BY THE STUDENT	:	
	<p>I hereby declare that the information furnished above is true and correct to the best of my knowledge. I understand that the refund will be processed in accordance with the Fee Refund Policy of Bon Secours College for Women (Autonomous), Thanjavur. I also understand that administrative charges and other applicable deductions may be applied as per institutional regulations.</p>		
	Student Signature	:	
	Date	:	
	Place	:	

FOR OFFICE USE ONLY:

1.	Application Received on	:	
2.	Documents Verified	:	<input type="checkbox"/> Yes <input type="checkbox"/> No
3.	Amount Paid	:	
4.	Eligible Refund Amount	:	
5.	Administrative Charges Deducted	:	
6.	Net Refund Amount	:	
	Recommendations		
1.	International Student Coordinator	:	
	Name	:	
	Signature	:	
	Date	:	
2.	Accounts Officer		
	Name	:	
	Signature	:	
	Date	:	
3.	Principal	:	Refund : Approved / Not Approved
	Name	:	
	Signature	:	
	Date	:	
	Official Seal		