

Date :-

To
The Principal,
DHSK Commerce College,
Dibrugarh.

Subject :- Application for refund of excess admission fee paid to College.

Sir,

With due respect, I have the honour to inform you that at the time of taking admission, I have paid an amount of Rs./- (Rupees) only on as admission fees for B.Com.Semester (FYUGP) in the college account. That Sir at that time there was no clear directions received from the Government of Assam regarding admission fee of students having arrears/backlogs in the previous year(s) and so I have paid the full admission fees. After payment of my admission fees, the Govt. of Assam has notified that the students having arrears/backlogs in the previous year(s) shall also be eligible to avail the benefit of the Fee Waiver Scheme, subject to the condition that only 50% of the applicable fees shall be waived in respect of such students vide Corrigendum No. E-413540/2026/223 Dated 10.08.2026. I am submitting herewith following documents for your kind perusal and needful :-

- | | |
|---------------------------------------|---|
| 1. Copy of my Bank Pass Book, | 2. Fess Receipt (downloaded from College website), |
| 3. Mark Sheets of previous semesters, | 4. Copy of Ration Card. |

Now, I therefore request you kindly to refund the excess admission fees of Rs./- (Rupees) only i.e. 50% of the total fees of Rs. to my undernoted bank account.

- | | |
|-------------------------------|----|
| 1. Name of the Account Holder | :- |
| 2. Name of the Bank | :- |
| 3. Address of the Bank | :- |
| 4. Bank Account Number | :- |
| 5. Bank IFSC | :- |
| 6. Mobile Number | :- |

This is for your information and kind necessary action.

Yours faithfully,

(Signature of the Student)

Name of the Student :-

Father's Name :-

Address :-

Phone No.

FOR OFFICE USE ONLY

Signature of the Principal

MONEY RECEIPT

Received with thanks from the Principal, DHSK Commerce College, Dibrugarh a sum of Rs..... (Rupees only) being refund of excess admission fees paid by me at the time of taking admission in B.Com..... Semester (FYUGP).

Signature of the Student