

BBA and BA (H) Economics Admissions 2019-20

Instructions for Completion of Admission Formalities

Candidates who have been provisionally allotted admission in either BA (H) Economics/BBA (DTU/NSUT) and have submitted an undertaking are required to produce/submit their remaining documents in **Room No. 2, Administrative Block, East Delhi Campus, Delhi Technological University, Vivek Vihar, Phase 2, Delhi 110095 (on working days between 10 am to 5 pm)** within the stipulated timeframe, failing which their admission will be cancelled.

Instructions for Withdrawal

1. Candidates who have secured a seat in either BA (H) Economics/BBA and wish to withdraw their admission need to login using the same email id and password which were used for filling the application form.
The online link for BA (H) Economics is [https://cumsdtu.in/admissions/login?url=BA\(H\)-2019](https://cumsdtu.in/admissions/login?url=BA(H)-2019) and BBA is <https://cumsdtu.in/admissions/login?url=BBA-2019>.
2. After logging into the application portal, candidates need to select the Withdraw Application icon.
3. Candidates then need to submit the following documents in **Room No. 2, Administrative Block, East Delhi Campus, Delhi Technological University, Vivek Vihar, Phase 2, Delhi 110095:**
 - (i) Withdrawal form (given below)
 - (ii) Cancelled cheque
 - (iii) Allotment letter
 - (iv) Fee receipt
4. All withdrawals will be governed by the withdrawal policy mentioned in the admissions brochure.

Form for Withdrawal of Admission

1. Course _____
2. Name of Candidate _____
3. Parent /Guardian's Name _____
4. Communication Address _____
5. Telephone _____
6. Mobile _____
7. Email Address _____
8. 12TH Board Roll No. _____ Region _____
9. Category / Sub-category _____

Bank Account Details

- Name of the Bank Account Holder (in favour of whom Bank Transfer is to be made)

- Relationship of the Bank Account Holder with the Candidate _____
- Bank Detail of above person to be furnished in the given format:

Name of the Bank	Address of the Bank	Complete Bank Account No.	IFSC CODE of the Bank Branch

UNDERTAKING

We understand and know the refund rules of the University and agree to abide by the same and we further understand that the refund would be made in due course of time through bank transfer only as per above request.

(Signature of Parent/Guardian)

(Signature of Student)

Date: _____

Compulsory Encl.:

1. Original documents issued by the University/Institute to the candidate at the time of Admission/Counselling
2. Cancelled Cheque of CBS Bank branch, showing the details of bank A/c No., IFSC Code, beneficiary name, etc. must be attached by the concerned student along with this Withdrawal Form.

Refund amount will directly be transferred in the bank account, submitted by the student in this form, through electronic mode (ECS/ NEFT). Therefore, student must ensure to provide correct bank account details, cancelled Cheque & the required enclosures. DTU will not be liable for any wrong transfer of amount on account of incorrect bank information provided by the student.