

IMPORTANT NOTICE: PROCESS FOR NEWLY ADMITTED STUDENTS-AY 26-27 FOR FEES REFUND

- 1. Download & Complete:** Download the refund application form below and fill in all required academic, payment, and bank details.
- 2. Sign:** Print and physically sign the declaration section (Student / Parent signature).
- 3. Attach Documents:** Scan the completed application form along with the following mandatory enclosures:
 - Photocopy of the original payment receipt or copy of Demand Draft (DD) paid at admission
 - Copy of Admission Letter
 - Cancelled cheque OR copy of the bank passbook front page (showing Account No. and IFSC Code)
 - Copy of Category / NCL Certificate (if applicable)
- 4. Email Submission:** Send the scanned application form and all compulsory attachments via email to all of the following email addresses:
 - kolekars.office@coeptech.ac.in
 - brm.office@coeptech.ac.in
 - fao@coeptech.ac.in

COEP TECHNOLOGICAL UNIVERSITY, PUNE

(A Unitary Public University of Government of Maharashtra)

FINANCE AND ACCOUNTS SECTION

APPLICATION FORM FOR REFUND OF EXCESS FEES PAID

(For Students Admitted in Academic Year 2026–27)

1. Student & Academic Details

Full Name of Student:	
CET General Merit No.	
Admission Round -I/II/III/IV/Spot Round	
Course / Program Name:	
Branch / Specialization:	
Year of Admission:	Academic Year: 2026–27
Admission Category: (Tick applicable)	☐ OPEN ☐ VJ / NT / SBC / OBC (with Valid NCL) ☐ EWS / EBC / SEBC ☐ TFWS ☐ Girls (OPEN / OBC / SBC / EWS / SEBC) ☐ All India Quota (JEE) ☐ Other: _____

2. Fee & Refund Calculation Summary

Description	Amount (₹)	Details / Remarks
Fees Paid initially	₹	Receipt Date: ____/____/2026
Revised Payable Fees	₹	Applicable revised category rate
Net Refund Claimed (Difference)	₹	(Fees Paid – Revised Payable Fees)

3. Original Payment Details

Payment Mode: ☐ Demand Draft (DD) ☐ Net Banking / Online / UPI

Demand Draft (DD) / Transaction Reference No.: _____

DD Date / Transaction Date: ____ / ____ / 2026

Issuing Bank Name & Branch: _____

4. Student's Bank Account Details (For Refund Direct Credit)

(Ensure bank details belong to the student or parent (Parents-please specify relation with students) for direct NEFT/RTGS credit)

Account Holder Name: _____	Bank Name: _____
Branch Name & Address: _____	Bank Account No.: _____
IFSC Code: _____	MICR Code: _____

Mobile No. (Linked): _____	Student Email ID: _____
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5. Declaration by Student / Parent

I hereby declare that the particulars provided above are true, correct, and complete to the best of my knowledge. I request the Finance & Accounts Section of COEP Technological University to credit the excess fee refund amount directly to the bank account specified above.

Date: ____ / ____ / 2026

Place: Pune

Signature of Student / Guardian

6. Mandatory Enclosures / Attachments Checklist

- ☐ Photocopy of original Payment Receipt / Copy of Demand Draft (DD) paid at the time of admission
- ☐ Copy of Student College ID Card / Admission Letter
- ☐ Cancelled Cheque OR Copy of Bank Passbook front page (showing Account No. and IFSC Code)
- ☐ Copy of Category / NCL Certificate (if applicable)

FOR OFFICE USE ONLY (FINANCE & ACCOUNTS SECTION)

Verification Status: Verified Original Receipt & Revised Fee Matrix ☐ Matched		
Fee Paid (₹): _____ Revised Fee (₹): _____		
Approved Refund Amount: ₹ _____ (In words: _____)		
Dealing Assistant COEP Technological University	Section Officer COEP Technological University	Finance and Accounts Officer COEP Technological University

Email Id of Accounts for refund form to be submitted:

1. kolekars.office@coeptech.ac.in
2. brm.office@coeptech.ac.in
3. fao@coeptech.ac.in