Ref no: GTU/Revised/Enrollment_Cancellation/2019/9742   Date: 04-10-2019

Circular
Enrollment Cancellation

Ref No: GTU/Revised/Enrollment_Cancellation/2019/2382 Dated 19-03-2019

All the students/Guardians/Institute heads/Principals/Directors are hereby informed to check the Enrollment cancellation procedure as mentioned below. Institute heads/Principals/Directors are informed to send such applications file along with necessary documents listed as under so as to reach to the respective Course Section head at GTU, Chandkheda.

(A) Institute has to submit the hard copy documents to GTU as mentioned in the reference circular above.

List of Documents to be submitted:

1. Institute's request on letter head duly signed by the head/Principal/Director/Trustee clearly mentioning enrolment number, semester and name of the students willing to cancel their Enrollment from the university.
2. Notarized Affidavit by institute's/head/principal/Director/trustee (on **Rs. 300/-** stamp paper or franking) regarding the genuineness of applications received from concerned students only.
3. Student(s) application in his/her own handwriting and countersigned by his/her guardian and institute head/principal/Director/trustee.
4. photo-ID of student having his/her specimen signature) (College I-card is not valid).

(B) Institute have to enter the enrollment cancellation request (Enrollment no. of Student) on institute admin panel.
(C) When documents (as per A) will be received and verified at GTU, enrollments will be cancelled from GTU.

Please note that the cancellation orders will be issued/posted to the institute after 15 days from the application(s) file received by the respective course section head at the University after entry in institute admin portal. So institute heads/Principals/Directors are here by informed to submit the file of Enrollment cancellation Applications in time.

SD/-
Registrar