|  |  |  |
| --- | --- | --- |
|  | **Hkkjrh; izkS|ksfxdh laLFkku dkuiqj** |  |
| **INDIAN INSTITUTE OF TECHNOLOGY KANPUR** |
| **“kSf{kd foHkkXk : dk;kZy;] fMftVy yfuZax** |
| **ACADEMIC SECTION: OFFICE OF DIGITAL LEARNING** |

**APPLICATION FORM FOR ADMISSION RETENTION**

|  |  |  |  |
| --- | --- | --- | --- |
| **Name of the Student** |  | | |
| **Programme** |  | **Department** |  |
| **Admission Application Ref. No.\*** |  | **Roll No.**  **(if allotted)** |  |
| **Admission Year** |  | **Quarter** |  |
| **Email ID** |  | **Contact No.** |  |

**\*Attach the copy of admission application and programme offer letter.**

**Details of Fees Deposited:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Fee Details** | **Amount** | **Transaction ID** | **Date** |
| **Registration/Seat Booking Fee** |  |  |  |
| **Admission Fee** |  |  |  |
| **Quarter Fee** |  |  |  |
| **Module Fee** |  |  |  |

**Provide Reason for Admission Retention with proof:**

|  |  |
| --- | --- |
|  | |
| **Date:** | **Student Signature** |

A**dmission retention:** Deferment of admission of a candidate to the next cohort of the same programme (without any deduction in the fee amount paid by the candidate) due to inability to pay the full/partial fees within the due date for some genuine reasons.

|  |  |
| --- | --- |
| **FOR OFFICE USE ONLY** | |
| **Remarks:** | |
| Recommendation and Approval from PCs    **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Signature of Programme Coordinator(s)** | Recommendation and Approval from DOPC  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Signature of DOPC** |
| Recommendation and Approval from SOPC  **Signature of SOPC** | |
| Approved by  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Chairman, Senate** | |

**IMPORTANT NOTE:**

1. The complete application form of admission retention should reach the dloffice@iitk.ac.in within 30 days of the commencement of the class of the respective batch of the programme.
2. If the candidate will not be admitted to the next cohort after taking approval for the admission retention, the payment will not be refunded.