ENROLLMENT/ADMISSION CANCELLATION PROCESS

There are two categories of students who apply for cancellation of admission.

1. Student admitted through ACPC but not enrolled to GTU
    - Student's application in his/her own handwriting and counter signed by his/her guardian and institute head.
    - Photocopy of photo-id of student and guardian having his/her specimen signature.
    - Copy of admission slip and fees receipt generated by ACPC
2. Students enrolled to GTU.
    - Enrollment cancellation fees is Rs. 300/- in normal case and Rs. 500/- in the case of emergency.
    - In normal case Institute will process the application two times a year,
        i. In the month of April (Application received till 31/3).
        ii. In the month of October (Application received till 31/9).
    - Pay the enrollment fees through Institute online fee collection portal under Miscellaneous head,
      (Link: https://www.eduqfix.com/PayDirect/#/student).
    - Refer GTU circular: GTU/Revised/Enrollment_Cancellation/2019/9742, Date: 04-10-2019
    - Student's application in his/her own handwriting and counter signed by his/her guardian and institute head.
    - Photocopy of photo-id of student and guardian having his/her specimen signature.
    - STUDENT APPLICATION FOR ENROLLMENT CANCELLATION (Format given by GTU,
      Link: https://www.eduqfix.com/PayDirect/#/student).
    - Copy of Institute's fee receipt.
    - No Due certificate.
    - Enrollment cancellation Fee payment receipt.

NOTE: -
  (1) Once enrollment is cancelled from GTU, Student will not be able to claim on the cancelled seat in GTU.
  (2) Student must submit listed documents for admission cancellation process.
  (3) Application without details/Documents/Fee receipt will not be processed.
  (4) Student has to submit his/her admission cancellation application by himself/herself at institute.