



Memo No. GKCIET/Acad./01/2025/211

Date: 04-12-2025

**NOTICE**

**Notification for refund of Seat Acceptance Fees/Admission Fees for the eligible B.Tech students admitted during AY 2025-26**

All candidates of 4-year B.Tech programs eligible for refunds against JoSAA/CSAB-2025/Decentralised JEE-Mains allotments/admissions at GKCIET, Malda are hereby advised to browse the Institute website (<http://www.gkciet.ac.in>) and download the refund form, fill up and send back the scanned filled-up form along with following documents to [btechrefunds@gkciet.ac.in](mailto:btechrefunds@gkciet.ac.in) **on or before 31-12-2025**. Students must follow the procedures outlined below to facilitate the disbursal of refunds. Additionally, filling up of the Google Form is mandatory (link given below):

Link: <https://forms.gle/Wa4z9hLWXzjVKd1d7>

To facilitate the refund process, the eligible candidates are required to submit their refund application (attached along with this notice) and necessary documents **online** by the specified deadline:

- A. This notification applies to all students who are eligible for JoSAA/CSAB-2025 (centralised and decentralised counselling) refunds in B.Tech program in the year 2025.
- B. **Duly filled and signed Refund Application Form**
- C. Copy of the **Seat Allotment Letter** (JoSAA/CSAB-2025).
- D. Proof of Fee Payment to JoSAA/CSAB.
- E. Copy of the **Admission Withdrawal/Cancellation Letter** from the official JoSAA/CSAB portal (if available).
- F. **Bank Account Details:** Cancelled cheque or bank passbook (must be shown all clearly i.e. account holder name, account number, IFSC code etc.) in the name of the **candidate** for transferring refunds amount.
- G. The scanned copy of the duly filled and signed Refund Application Form with above-mentioned supporting documents is to be sent in a single PDF to [btechrefunds@gkciet.ac.in](mailto:btechrefunds@gkciet.ac.in) **on or before 31-12-2025**.
- H. If a student had taken admission and then withdrawn, then attach copy of admission fee payment receipt.

Refunds are not applicable to the 1<sup>st</sup> Year students currently studying in GKCIET; Seat Acceptance Fees of our enrolled students will be credited to their fees a/c and adjusted against their subsequent semester fees.

Please note that the process of crediting refunds to individual student accounts takes time and there is no need for frequent interim queries. No refund claims will be entertained after 31.12.2025.

This is issued with approval of the Competent Authority.

Sd/-  
**Dean (Acad., P & D)**  
**GKCIET, Malda**

Copy to:

1. Director, GKCIET, Malda for kind information please.
2. SM, GKCIET – for uploading on institute website.

