



Memo No. GKCIET/Acad./01/2026/ 17

Date: 23-01-2026

## NOTICE

### **Notification for refund of Provisional Admission Fees for the eligible WBJEE-2025 allotted/ranked B.Tech Students AY:2025-26**

All candidates of 4-year B.Tech programs eligible for refunds against WBJEE-2025 centralized / decentralized admission 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 duly filled-up form along with following documents to the email id (btechrefunds@gkciet.ac.in) **on or before 20-02-2026**. Students are advised to follow the procedures outlined below to facilitate the disbursing refunds. Additionally, filling up of the Google Form is mandatory (link given below):

Link: <https://forms.gle/8LbgizrL9yfdaPFV8>

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 WBJEE-2025 (centralized / decentralized) refunds in B.Tech program in the year 2025-26.
- B. **Duly filled and signed Refund Application Form** (Application for **Refund Form** attached).
- C. Copy of the **Seat Allotment Letter** (WBJEE-2025).
- D. Proof of Fee Payment to WBJEE 2025.
- E. **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.
- F. The scanned copy of the duly filled and signed Refund Application Form with above supporting documents is to be sent in a single pdf. to this email id: ([btechrefunds@gkciet.ac.in](mailto:btechrefunds@gkciet.ac.in)) **on or before 20-02-2026**.
- G. If a student had taken admission and then withdrawn, then attach copy of fee payment receipt along with a copy of the letter (hardcopy) intimating us of his/her decision to withdraw.

Refund are not applicable to the 1<sup>st</sup> year students currently studying in GKCIET; Provisional Admission fees of such 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 20.02.2026.

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.
3. Notice Board
4. File copy



**APPLICATION FOR REFUND\***  
**(Use CAPITAL Letters Only)**

## **Admitted through WBJEE-2025 (Centralized / Decentralized)**

## Details of the Applicant

**Details of the Program of GKCIET, Malda where the Applicant admitted/registered**

<b>Name of Program</b>	<b>B.Tech.</b>
<b>Name of the Department/Course</b>	
<b>Select your case:</b> 1. Admitted and Registered 2. Allotted but not admitted 3. Allotted- admitted-but-not-registered 4. Allotted-admitted-registered-then-withdrawn	
<b>Whether TFW or not (Yes/No)</b>	
<b>If you have taken admission and then withdrawn, then mention the date of submission of hardcopy cancellation application.</b>	

**Details of Bank Account (Enclosed a copy of Bank Pass Book)**

I hereby solemnly affirm and declare that the information given herein above is true and correct to the best of my knowledge & belief.

Date:      /      /20

**(Signature of the applicant)**