

# HOW TO APPLY FOR ONLINE SEAT WITHDRAWAL BY STUDENT

LOGIN ID AND PASSWORD is sent to your respective email address

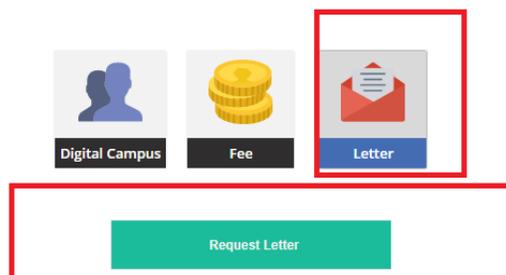
Kindly visit to <https://www.tcsion.com/SelfServices>

After Login please follow the Procedure

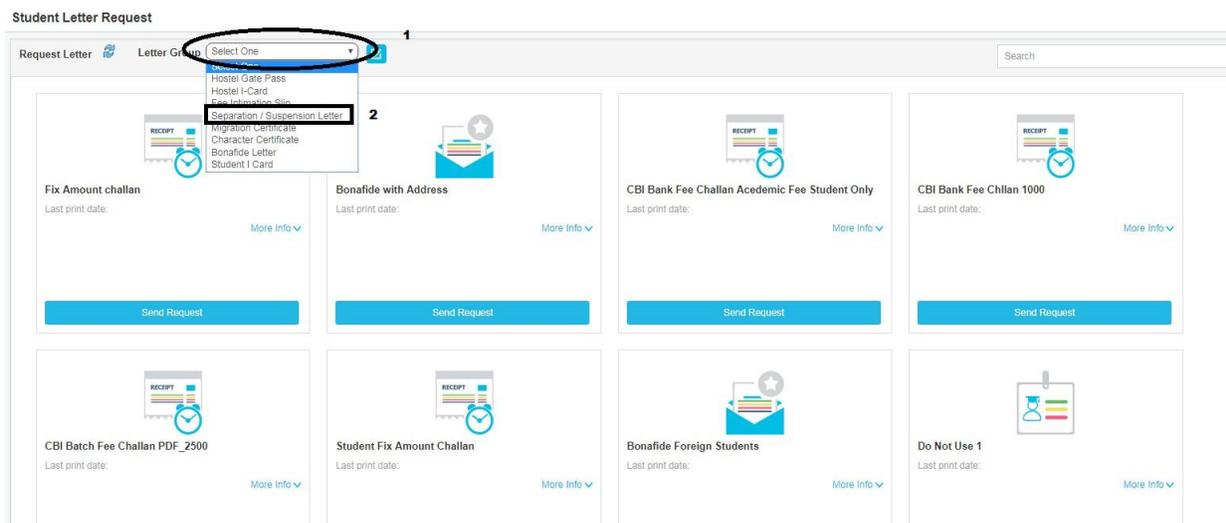
**STEP - 1** After Login, following page will be displayed, Click on Letter



Following page will be displayed, Click on **Request Letter**



**STEP - 2** Screen Will Show and Click on Select one >>> Separation / Suspension Letter



# Click on Print take Print out

## Student Letter Request

Request Letter  Letter Group Select One 



### Seat Withdraw Application

Last print date: 2017-07-31

[More Info](#) 

**Print**

**Click on Print**

### STEP - 3 : Fill you remarks and Take print out

#### Seat Withdraw Application

Letter Code: LET0027

- Student who wishes to leave the College must apply by clicking on "Online seat withdrawal" link on college portal/website.
- Fee Refund Form/Application should be generated online by student's login on college portal and must be duly filled & signed by the student before submission of scanned copy through Email: [seatwithdrawal@ggdsd.ac.in](mailto:seatwithdrawal@ggdsd.ac.in)
- Refund will be calculated from the date of receipt of email/document.
- Student has to pay the College fees and all other dues until his/her name is formally withdrawn.
- No student will be permitted to leave the College until he/she has cleared the college dues.
- Registration fee will not be refundable.
- Service charges charged by the bank are not subject to refund.

2. The following documents should be attached:

- Original fee payment receipt.
- Centralized Admission slip (incase student is admitted through Centralized Counseling).
- Copy of the first page of Student's Bank Passbook / Cancelled Cheque (for account number) with their mobile number.
- Fee Refund will be made in Student's bank account only.

I agree with the above terms and conditions.

Applicant's Signature

Approved by Principal

#### Print Details

Last Printed Date  
2022-08-10

Total Number of Prints  
3

Remark\*

Letter Description

Student Separation Letter

**Print** **Cancel**

After taking Print out of Letter, Kindly fill the detail and visit college to get permission from the Principal

## RULES FOR FEE WITHDRAWAL

### GENERAL GUIDELINES

Student who wishes to leave the College must apply by clicking on "Online seat withdrawal" link on college portal/website.

- Fee Refund Form/Application should be generated online by student's log in on college portal and must be duly filled & signed by the student before submission of scanned copy through Email: [seatwithdrawal@ggdsd.ac.in](mailto:seatwithdrawal@ggdsd.ac.in).
- Refund will be calculated from the date of receipt of email/document.
- Student has to pay the College fees and all other dues until his/her name is formally withdrawn.
- No student will be permitted to leave the College until he/she has cleared the college dues.
- Registration fee will not be refundable.
- Service charges charged by the bank are not subject to refund.

### DOCUMENTS REQUIRED

The following documents should be attached:

- (a) Original fee payment receipt
- (b) Centralized Admission slip (in case student is admitted through Centralized Counselling)
- (c) Copy of the first page of Student's Bank Passbook/Cancelled Cheque (for account number) with their mobile number

**Note:** Fee Refund will be made in the Student's bank account only.