Admission Cell
University Departments
Rajasthan Technical University, Kota

Information to candiadtes applying for Withdrawal of Admission

1. Before applying for withdrawal on RTU portal, the candidate shall visit https://www.reap2023.com. Login and generate the withdrawal slip. This slip will be required to be uploaded on RTU portal.

2. Application for withdrawal will be accepted ONLY in ON Line Mode. The candidate will need to visit https://rtu.sumsraj.com/CollegePortal/Student_Admission_Process/AdmReg_Login.aspx. No other mode of application is available.

3. Each candidate will require to generate password before proceeding. An initial password will be sent on the candidate's registered e-mail ID. The candidates have an option of updating their e-mail ID through an OTP on their registered mobile number.

4. Candidate will be presented an option for withdrawal. Candidate shall agree to the terms and conditions as below before proceeding for withdrawal.

Terms And Conditions For Withdrawal of Admission and Refund of Fee

1. I am making this request for withdrawal with my full sense and concious.

2. I am aware that the process is irreversible and I will loose admission at Rajasthan Technical University after making this request.

3. I will not make any claim/ request for restoration of my admission after making this request.

4. I will obtain my Parent's Consent on the application form and upload the signed form as required.

5. I have read the AICTE Process Handbook Clause (Reproduced Below) and agree for the deductions.

   "5.2.12   In the event of a student withdrawing before the start of the Course, the entire Fee collected from the student, after a deduction of the processing Fee of not more than ₹1000/- (Rupees One Thousand only) shall be refunded by the Institution. It would not be permissible for Institutions to retain the School/ Institution Leaving Certificates in original.

   In case, if a student leaves after joining the Course and if the vacated seat is consequently filled by another student by the last date of admission, the Institution must refund the Fee collected after a deduction of the processing Fee of not more than ₹1000/- (Rupees One Thousand only) and proportionate deductions of Fee, where applicable.

   The same shall be affected to the students admitted in July/ January session, as applicable."

6. I authorize the University to deduct processing fee as per University Rules and AICTE policy.

7. I understand that the University can refund fee only upto the amount paid directly to the University (After Deducting processing fee as per AICTE). The fee paid at other insitute can be refunded only after such fee has been realized by the University. In the later case, I agree to wait for processing of my refund till realization of fee by the University from the institute where I paid the fee.

8. Last Date for withdrawal of admission with refund of an amount equal to (Total Fee paid – Processing Fee (upto Rs. 1000)) for the current academic session is Sept. 11, 2023, 05:00PM.

5. Bank details will be required to be filled in. A cancelled check will also be required to be uploaded. Refund shall be made only to this account through electronic transfer ONLY. No checque will be issued towards refund. Bank account can only be of the candidate/ Father of the Candidate/ Mother of the Candidate.

6. Personal details, bank details and details of payment made will appear on a form. The candidate will require to downliad the form, print it, get parent's signature on the form. Application duly signed by the candidate and father/ mother will be required to be uploaded by logging in the account once again.

7. After downloading, submit the application. Once submitted, your account will freeze and no further access will be granted.

8. An email confirming your submission will be sent on your registered email ID.

9. The application will then be scrutinized and verified for realization of payment. Once accepted, an email on your registered email ID will be sent.

10. Refunds will be initiated after acceptance of your request by the institute. Refunds may take upto 10 days.