



# Gandaki University

## गण्डकी विश्वविद्यालय

Office of the Controller of Examination  
Pokhara, Kaski

Date: / /

To

The controller of Examination

Gandaki University, Kaski

### Subject: Request for Refund of Retotaling Fees

Dear Sir/Madam,

Upon receiving my initial grades, I was unsatisfied with the outcome and thus opted to request a retotaling of my answer sheet. Following the retotaling procedure, there was indeed a change in my grade. So, I would like to request a refund of the retotaling fees in accordance with the university's policies and regulations.

Applicant's Name: .....

Year: .....

Semester: .....

Program: .....

GU Reg. No.: .....

Exam Roll No.: .....

S.N	Course Title	Course Code	Previous Grade	Grade after Re-total

Applicant's Signature: .....

Contact Number: .....

Name of Bank: .....

Bank Account Holder's Name: .....

Bank Account Number: .....

**Please attach the following document along with this application.**

1. Copy of Student Identity Card.
2. Copy of grade sheet where the grade is changed.
3. Copy of GU Reg. Card
4. Bank voucher.

**For official use only:**