

Berhampore Girls' College
Berhampore, Murshidabad
Rules for Cancellation of Admission

Berhampore Girls' College will consider any request for cancellation of admission if such request is made in accordance with the following prescribed rules:

1. Any student admitted to any of the courses offered by the institution may apply for cancellation of her admission within the specified time (see rule 8).
2. There are two phases for the cancellation of admission-
 - (i). Online submission of **Admission Cancellation Form** within the specified time schedule, and
 - (ii) Submission of hard copy of the **Admission Cancellation Form** (submitted online) along with other documents in the college office after commencement of the classes.
3. Any other mode of application for cancellation (eg. e-mail / sms/ whatsapp/ speed post/ courier etc.) shall not be considered under any circumstances.
4. **Following documents must be submitted to the college office for claiming refund owing to cancellation of admission:**
 - i. Hardcopy of duly filled in Admission Cancellation Form (submitted through online mode).
 - ii. Admission receipt in Original. Photocopy will not be accepted under any circumstances.
 - iii. Self attested photocopy of **bank pass book** of Student. Guardians bank account will not be considered for refund.
 - iv. Self attested photocopy of Aadhar card/Voter ID card/ School Identity card/any other photo identity proof of candidate.
5. **Incomplete/ incorrect application forms will not be considered for refund of fees.**
6. Student should bring a duplicate copy of admission cancellation form for receiving of the same.
7. Refund of fees to such candidates shall be made as per the Government rules, after deducting a processing fee of amount Rs. 500/- or 10 % of admission fees whichever is higher. Such refunds will be made in the **bank account of the student** as per the details furnished by her.
8. **Govt. Rules regarding refund of admission fees**

Sl No.	Percentage of refund of aggregate fees	Point of time when notice of withdrawal of admission is served to HEI
1	100%	15 days before the formally-notified last date of admission.
2	80%	Not more than 15 days after the formally –notified last date of admission.
3	50%	More than 15 days but less than 30 days after formally notified last date of admission.
4	00%	More than 30 days after formally notified last date of admission.

Sd/-
Principal,
Berhampore Girls' College

Admission Cancellation Form

To
The Principal
Berhampore Girls' College
Berhampore, Murshidabad

Subject: Prayer for Cancellation of Admission toHons. /Programme course.

Respected Madam,

This is to inform you that, I was enrolled at your esteemed institution as BA/BSc (Hons/Program) 1st SEM student on(Admission date).

My particulars are as follows:

Name:.....

Father's/ Guardian's Name:.....

Roll No./Enrollment no./Application ID.....

Name of Course in which admitted: Department:

Mobile no.....E-mail ID.....

Reason for cancellation of admission.....

Admission fees paid:

Bank details of the student applying for cancellation of admission:

Name of the Student :.....(as mentioned in the pass book).

Bank A/C. No.....

Bank IFS Code.....

Bank Name.....

Branch Name & Address.....

I would like to cancel my admission for the Course in your college. I request you to kindly grant my prayer and allow me refund of admission fees in accordance with the Govt. rules.

(Signature of Parent)

(Signature of Candidate & date)

(HOD/ Deptt. In Charge)

(Principal)

For Office Use:

Date of Admission: ___ ___/___ ___/ 2019 Date of Cancellation of Admission: ___ ___/___ ___/2019

Admission Fees _____ Refund Amount _____

Sl No.....

(Seal & Signature)