

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 to .....Hons. /Programme course.

Respected Madam,

This is to inform you that, I was enrolled at your esteemed institution as BA/BSc (Hons/Program) 1<sup>st</sup> 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)

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**For Office Use:**

Date of Admission: \_\_\_ \_\_\_/\_\_\_ \_\_\_/ 2019      Date of Cancellation of Admission: \_\_\_ \_\_\_/\_\_\_ \_\_\_/2019

Admission Fees \_\_\_\_\_ Refund Amount \_\_\_\_\_

Sl No.....

(Seal & Signature)