

**APPLICATION FORM FOR SEEKING REFUND OF FEES  
(RE: CANCELLATION OF ADMISSION TO 1<sup>st</sup> SEMESTER CLASSES, SESSION-2019-20)**

To  
The Principal  
City College, Kolkata-700009

Sir,

This is to inform you that I took admission to your College for the 1<sup>st</sup> semester courses (session-2019-20) in..... (Subject/Course). As I cancelled my candidature subsequently on ..... (Photocopy of the cancellation acknowledgement slip enclosed), I would request you to refund to me the amount admissible under your rules. My relevant details are given below.

.....  
(Signature in full)

**RELEVANT DETAILS**

**NAME OF THE CANDIDATE:**

(Note: The spelling should match the spelling in the bank account)

**GUARDIAN'S NAME:**

(Note: The spelling should match the spelling in the bank account, if refund is sought in guardian's bank account)

**SUBJECT ADMITTED IN:**

**APPLICATION NO (CITY1900...):**

**CONTACT NUMBER:**

**CANCELLED ON:**

**NAME OF APPLICANT'S/GUARDIAN'S BANK (WHERE MONEY IS TO BE REFUNDED):**

**BRANCH:**

**BANK ACCOUNT NO:**

**IFS CODE:**

(Please enclose photocopies of (i) the cancellation slip you received during the online cancellation process and (ii) a cheque leaf of the account where the refund is to be made)

I certify that the above details are true to the best of my knowledge and belief. I understand that in case of any discrepancy/error in the details furnished, the payment process may be delayed.

.....  
(Signature of the candidate in full)