

City College
102/1 Raja Rammohan Sarani, Kolkata-700009
NOTICE (Dated: 13.04.2021)
(Sub: Refund of money on account of cancellation of admission)

As a follow-up to the online admission cancellation procedure, it is hereby notified for the information of all such candidates who took admission to our College (first semester course of session 2020-21) but subsequently cancelled their admission online, that we shall now refund the fees (after deducting cancellation/processing charges) paid by the candidates. Please carefully follow the steps outlined below for smooth execution of the refund process.

Step 1: Download and fill in the attached proforma (**incomplete or incorrect application may cause rejection of application or may cause delay in processing**) carefully.

Step 2: Attach (i) the **scanned copy of the cancellation acknowledgement slip** generated after the successful completion of the cancellation process and (ii) a **scanned copy** of your cheque leaf. In case you have mailed your application for cancellation to the notified mail id, that is, cityreg2020@gmail.com , forward that mail along with your refund request.

NOTE: The refund will be made directly to the account of the candidate or of the guardian of the candidate (as stored in our database).

Step 3: Send the entire set to cityreg2020@gmail.com by 4th of May, 2021.

Principal
City College

**APPLICATION FORM FOR SEEKING REFUND OF FEES (RE: CANCELLATION OF ADMISSION TO
1st SEMESTER CLASSES, SESSION-2020-21)**

To
The Principal
City College, Kolkata-700009

Sir,

This is to inform you that I took admission to your College for the 1st semester courses (session-2020-21) in..... (Subject/Course). As I cancelled my candidature subsequently on..... (Photocopy of the cancellation acknowledgement slip attached/ mail sent to cityreg2020@gmail.com forwarded), 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 (2093.....):

CONTACT NUMBER:

CANCELLED ON:

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

BRANCH:

BANK ACCOUNT NO:

IFS CODE:

(Please attach scanned copies 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)

