



# NEW ALIPORE COLLEGE

(GOVT. SPONSORED) (NAAC ACCREDITED • GRADE B<sup>+</sup>)  
NEW ALIPORE, KOLKATA-700 053

Ref. No. NAC / AD / 2020 / 24

Date 07.09.2020

## NOTICE

### **Procedure for Admission Cancellation, issue of Transfer Certificate (if applicable) and refund of Admissible Admission Fees as per UGC guideline**

Following procedural steps to be followed for admission cancellation, issue of Transfer certificate (if applicable) and refund of admissible amount:

Step 1.	Download the application format from College website <a href="http://www.newaliporecollege.ac.in">www.newaliporecollege.ac.in</a> (Under Admission Notice)
Step 2.	Print the application format and Fill up the blank spaces, paste one passport size photograph and put your signature in the appropriate space
Step 3.	E-mail the pdf format of filled-in application along with the money receipt of admission fees (generated at the time of admission) from <b>your registered E-mail ID</b> (that was provided at the time of application of UG courses) to <a href="mailto:newaliporecollege.admission@gmail.com">newaliporecollege.admission@gmail.com</a> . <b>Note.:</b> Application for Admission Cancellation received from other E-mail ID will not be entertained
Step 4.	Approval of the Application for Admission Cancellation will be intimated by return mail.
Step 5.	The College authority will cancel the admission and issue the soft copy of the Transfer Certificate (if applicable) and send it through Email to the <b>registered E-mail ID</b> . <b>NOTE :</b> For hardcopy of the Transfer certificate you may contact to college office
Step 6.	The college authority will refund admissible amount of admission fees as per UGC guideline after deducting the different charges (if applicable) to the Bank Account of the candidate (mentioned in the application form for cancellation of admission). <b>NOTE:</b> Online Refund will not be made other than candidate's Bank Account that was mentioned in the application for cancellation of admission.

**Principal**  
New Alipore College  
Block-I, New Alipore  
Kolkata - 700 053