

To
The Principal,
New Alipore College
Block – 'L', New Alipore,
Kolkata – 700 053

Paste yours
Passport Size Photo
here

Sub.: Request to cancel my admission in B.A/B.Sc./B.Com Course (Tick the appropriate course) and issue Transfer Certificate (if applicable) in favour of me

Respected Sir,

This is to inform you that I got myself admitted in B.A/B.Sc./B.Com course (Tick the appropriate course). Admission details are given below.

Application No. : _____
Date of Admission : _____
Subject Combination : _____ (Honours Subject) _____ (General Subject1)
_____ (General Subject 2) [For Honours Course]
: _____ (General Subject 1) _____ (General Subject 2)
_____ (General Subject 3) [For General Course]
Name of Candidate : _____
Father's Name : _____
Roll No. Of H.S. or equivalent Examination: _____
Mobile No. (That was provided at the time of application): _____
Alternative Mobile No.: _____

Now, I want to cancel the above mentioned admission for 'a reason personal to me' / 'admitted in other course at NEW ALIPORE COLLEGE' (Strike off if not applicable). I declare that I am cancelling the above admission as per my own decision and no pressure / provocation from anybody.

I am also requesting you to issue the Transfer Certificate in favour of me (if applicable) and refund admissible Admission Fees as per UGC directive in my Bank Account given below.

Bank details for refund:

A/c Number : _____
(It must be the candidate's own account number. Someone else's account number will not be entertained in any way.)
Bank : _____
Branch : _____
IFSC : _____

If the refund money is not transferred for mismatch of name in the bank account or incorrect bank account information, the authorities will not be held responsible.

In this connection, I agree to pay the charge applicable charges.

Thanking you,

Yours faithfully,

(Signature of the Candidate)