



NEW ALIPORE COLLEGE

(GOVT. SPONSORED) (NAAC ACCREDITED • GRADE B*)
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 form for admission cancellation” from College website www.newaliporecollege.ac.in (Under Admission Notice)
Step 2.	Print the “Application form for admission cancellation” and Fill up the blank spaces (incomplete application will not be entertained), paste one passport size photograph and put your signature in the appropriate space.
Step 3.	E-mail the pdf format of filled-in “Application form for admission cancellation” along with the money receipt of admission fees (generated at the time of admission) and your “Application Form for UG course” from your registered E-mail ID (that was provided at the time of application of UG courses) to newaliporecollege.admission@gmail.com only. NOTE: 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 registered E-mail ID . NOTE: 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). NOTE: Online Refund will not be made other than candidate’s Bank Account that was mentioned in the application for cancellation of admission.

Principal
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Block-I, New Alipore
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