



# NEW ALIPORE COLLEGE

(GOVT. SPONSORED) (NAAC ACCREDITED • GRADE B<sup>+</sup>)

NEW ALIPORE, KOLKATA-700 053

Ref. No. NAC / AD / 2021 / 15

Date 05.09.2021

## 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” which is attached with this notice
Step 2.	Print the “Application form for admission cancellation” and Fill up the blank spaces ( <b>incomplete application will not be entertained</b> ), paste one passport size photograph and put your signature in the appropriate space.
Step 3.	Students are directed to click on <a href="https://forms.gle/Y5nbRenaMYsxCTb67">https://forms.gle/Y5nbRenaMYsxCTb67</a> and fill in Google form step by step as mention
Step 4.	Approval of the Application for Admission Cancellation will be intimated by your registered E-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 <b>Bank Account of the candidate</b> (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

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. and date : \_\_\_\_\_  
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 : \_\_\_\_\_  
Social Category : General / OBC – A / OBC – B / SC / ST / PWD Gender: \_\_\_\_\_  
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,

Date:

Yours faithfully,

\_\_\_\_\_  
(Full Signature of the Candidate)