



RAIGANJ UNIVERSITY
P.O. RAIGANJ, DIST. UTTAR
DINAJPUR, WEST BENGAL
PIN- 733134

Application of Admission Cancellation form for PG Session 20..... / 20.....

Sl. No.

Date:

To

The Secretary, PG Council,

Raiganj University,

Raiganj,

Uttar Dinajpur

Through the Head, Department of.....

Sub: - Prayer for Cancellation of Admission.

Sir,

I beg to state you that I got admission in 1st year M.A./M.Sc./M.Com./ LL.M./ MBA
Programme in the Department of
....., Raiganj University,
for the Session 20..... - 20.....and my Registration No. with the Raiganj University is
.....(If Registration No is issued by the University) But I like to
get my admission cancelled at the Raiganj University since I have got admission in
..... (Name of the Course)
in.....
..... (Name of the College/ University Department/ Institution)
under.....
..... (Name of the University). My admission
details are as under-

Admission Details:

Sl. No.	Particulars	Candidate Details
1.	Application/ Form No.	
2.	Name of the Candidate	
3.	Roll No	
4.	Class	
5.	Department	

6.	Category	
7.	Date of Admission	

Bank Account Details:

Sl. No.	Particulars	Candidate Details
1.	Name of the Student	
2.	Name of the Bank	
3.	Branch	
4.	Account No.	
5.	IFSC Code	

I would therefore like to request you to kindly do the needful for the *cancellation of my admission at the Raiganj University and refund me the admission fees as per the norms.* I expect your kind attention and favour at your earliest.

With thanks.

Yours faithfully

Date:

Place:

Remark of the HoD with signature & Seal:

Attachment Checklist:

1. Application Form for Admission
2. Payment Receipt
3. Bank Account Details for Refund- (Photocopy of the Passbook)
4. Duly Signed NOC



RAIGANJ UNIVERSITY

P.O. Raiganj, Dist. Uttar Dinajpur, West Bengal, India, Pin- 733134.

Clearance Certificate for Cancellation of Admission

(To be filled by the applicant)

This is to certify that Mr./ Ms bearing Roll..... No , Registration Noof this University doesn't have any dues lying with us.

Sl. No.	Authority	Remarks (Dues if any)	Signature
1.	HoD		
2.	Deputy Librarian, Raiganj University		
3.	Estate Officer, Raiganj University	<i>For Hostel Boarders Only</i>	
4.	Hostel Superintendent, Raiganj University		

For Office of the Secretary, PG Council

Remarks:

Signature

Secretary, PG Council, Raiganj University.