



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

Sl. No.	Date:
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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. In this context I declare that **I shall not claim my refund of fees related with admission already deposited to the Raiganj University.** 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 No..... of this University doesn't have any dues lying with us.

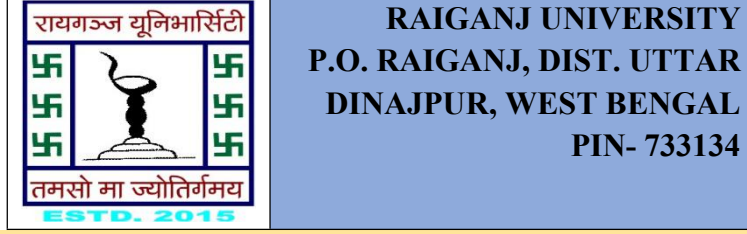
Sl. No.	Authority	Remarks (Dues if any)	Signature
1.	HoD		
2.	Deputy Librarian, Raiganj University		
3.	Estate Officer, Raiganj University	<i>For Hostel Boarders Only</i>	
4.	Hostel Superintendent, Raiganj University		

For Office of the Secretary, PG Council

Remarks:

Signature

Secretary, PG Council, Raiganj University.



Sl. No.

Date:

APPLICATION FOR THE REFUND OF ADDITIONAL ADMISSION FEE

Session 20..... / 20.....

To

The Secretary, PG Council

Raiganj University

I, the undersigned would like to inform you that I have provisionally been admitted to the PG Programme at Department of and during the payment of admission fee, due to some technical reasons I required to pay the admission fee for times (*to get generated the confirmation receipt*) which amounts to Rs..... Rupees.....

(in words) in excess. The details of the transaction 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	

Transaction Details

Sl. No.	Items	Particulars	Remarks with Signature
1.	Date of Payment		
2.	Amount		
3.	Transaction ID		

4.	Online Reference No.		(System and Support Officer)
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Bank Account Details for Refund:

Sl. No.	Particulars	Applicant's Details
1.	Name of the Account Holder	
2.	Name of the Bank	
3.	Branch	
4.	Account No.	
5.	IFSC Code	

I would be grateful to you if you kindly arrange a refund of the additional amount at an early date.

Thanking you

Sincerely yours,

Attachment Checklist:

1. Application Form for Admission
2. Proof of Additional Payment.
3. Bank Account Details for Refund- (Photocopy of the Passbook)

For Office of the Secretary, PG Council

Remarks:

Signature

Secretary, PG Council, Raiganj University.