



BANGABASI COLLEGE

19, Rajkumar Chakraborty Sarani

Kolkata - 700009

Phone: 2350-0273, 2360-5995

Ref. No.....

Date- 15/07/2023

Notice regarding Cancellation of Admission & Refund Policy of the College

for Undergraduate Admission-2023 in all subjects/streams

1. A newly admitted student who is unwilling to continue his/her studies in Bangabasi College for whatsoever reason, is required to cancel his/her admission at the earliest, so as not to block the seat for another applicant. The cancellation procedure will be available ONLINE in the admission portal.
2. Students eager to have the refund of fees need to **submit a written application physically to the Ground Floor Office of the College** within stipulated date. They also need to collect the acknowledgement slip with proper stamp & date from the office.
3. Refund applications must have mentioned the candidate's application number, photocopy of cancellation slip/challan, transaction details of paid amount, account number (*preferably in the candidate's name*), branch and IFSC & MICR of the Bank. Photocopy of a cancelled cheque has also to be submitted along with.
4. As per the notification from the Department of Higher Education, Government of West Bengal, [Circular No.- 209(29)-Edu(U)/1U-32/17 dated 24.07.17] the College will follow the UGC Admission Fees Refund Policy [D.O Number 1-3/2007(CPP-II) dated 06.12.16] as stated below:

Sl. No.	Percentage of Refund of Aggregate fees*	Point of time when notice of withdrawal of admission is being served to HEI**
1.	100%	15 days or more before the formally-notified last date of admission.
2.	80%	Not more than 15 days after the formally notified last date of admission.
3.	50%	More than 15 days but less than 30 days after the formally-notified last date of admission.
4.	0%	More than 30 days after the formally-notified last date of admission.

*Inclusive of course fees and non-tuition fees but exclusive of caution money and security deposit.

**Phase-wise last date of admission will be different for each phase as announced by the University of Calcutta.

Bhattacharya.

Principal
Bangabasi College