



BANGABASI COLLEGE

19, Rajkumar Chakraborty Sarani

Kolkata - 700009

Phone: 2350-0273, 2360-5995

Ref. No.....

Date 31.08.2021.

Notice regarding Cancellation of Admission & Refund Policy of the College for Undergraduate Admission-2021 in all subjects/streams

1. A newly admitted student who is not willing 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 eager candidate. The cancellation procedure would be available in the admission portal.
2. Students eager to have the refund of fees need to apply to the College through the prescribed procedure in the admission portal itself.
3. A student has to mention his/her application number, transaction details of paid amount, account number (*preferably in the name of his/her own or parent / guardian*), branch and IFSC code of the Bank, in order to procure the refund through cheque.
4. The refund process would initiate only after the Official Last date Admission as per Government directive. Since this is a time consuming process, candidates are asked to wait patiently for the amount to be refunded.
5. As per the notification from the Department of Higher Education, Government of West Bengal, the College will follow the UGC Admission Fees Refund Policy 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 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.

Sd/- (PRINCIPAL)