

City College
102/1 Raja Rammohan Sarani, Kolkata-700009

NOTICE (Dated: 30.09.2019)

(Sub: Refund of money on account of cancellation of admission)

As a follow-up to the notice dated 21.06.19 on the online admission cancellation procedure, it is hereby notified for the information of all such candidates who took admission to our College (first semester course of session 2019-20) but subsequently cancelled their admission online, that we shall now refund the fees (net of cancellation and processing charges) paid by the candidates. Please carefully follow the steps outlined below for smooth execution of the refund process.

Step 1: Fill in the attached proforma **(incomplete or incorrect application may cause rejection of application or may cause delay in processing)** carefully.

Step 2: Attach the **photocopies of** (i) the **cancellation acknowledgement slip** generated after the successful completion of the cancellation process and (ii) a cheque leaf.

Step 3: Submit at our College office **by 4th of November, 2019 (during College hours)**.

Principal
City College