

City College
102/1 Raja Rammohan Sarani, Kol-9
Notice- 11.10.2025

Refund procedure of Admission Fee for the admission cancellation by the students after taking admission in City College through College Portal in stand alone mode.

After cancellation through College Admission Portal, the students have to download the refund request format given in the College Admission Portal/College Website, fill up the format, attach requisite documents as mentioned therein and submit the filled up refund request application with all documents at the City College Office positively between **10.11.2025 (Monday) to 14.11.2025 (Friday) except holiday(s), if any, between 12:00 noon and 2:00 p.m.**

The refund of the admission fees will be initiated after reconciliation and necessary verification by the College.

No refund will be made to those candidates who failed to submit the physical request application at the College Office within the stipulated time period as mentioned above.

Satish Prasad Chattopadhyay

Principal
City College, Kolkata-700009

To
The Principal
City College
Kolkata -700 009

Date:

Sub: Application for admission fees refund

Sir,

I, _____ have cancelled my admission (Application
ID _____, Subject _____, (3yrs /4Yrs) on ____/____/2025.

Please refund my admission fees in Bank details A/C No _____,

Name of the Bank _____, IFSc Code _____.

Thanking you,

Yours truly,

Signature _____

Full Name _____

Copy attach:

1. Self-attested copy of bank passbook.
2. Online cancellation receipt