

Bethune College
Government of West Bengal
181, Bidhan Sarani,
Kolkata – 700 006

Notice No.- Adm/UG/6/2021

Date – 21.10.2021

Important Instructions for Admission Cancellation and Refund of Admission Fee against Admission Cancellation

Admission Cancellation

Request for cancellation of admission can be made online in the admission portal of Bethune College which will remain open till midnight of **30.10.2021**.

To cancel Admission follow the steps given below :

- Log in with your Application Number and Password
- In the left panel click **CANCEL APPLICATION**
- In the next screen click **SEND OTP**
- An OTP will be sent to your Registered Mobile No.
- **CONFIRM** your cancellation request by putting the OTP and **SUBMIT**
- **ADMISSION CANCELLATION VOUCHER** will be generated. Take a Printout. It will be required for claim for refund.

Admission Cancellation request cannot be reverted under any circumstances once it is submitted online.

For cancellation of Admission from 1.11.2021 onwards applicants have to apply for Transfer Certificate in writing to The Principal, Bethune College and submit it to the college office on any working day between 12 noon to 3 p.m. A Transfer Fee equal to one month's tuition fee (Rs. 75/- for B.A. and Rs.110/- for B.Sc.) has to be paid at the time of application for Transfer Certificate. No refund of Admission Fee will be made in such cases.

Refund of Admission Fee

Refund of Admission Fee against cancellation of admission will be made [on the basis of Refund Policy of Govt. of West Bengal (Circular No.-209(29)-Edn(U)/1U-32/17 dt. 24.07.17) and UGC (D.O. No. 1-3/2007(CPP-II) dt. 06.12.16 and Notification dated October, 2018)] from college office on **1st and 2nd November, 2021 from 12 noon to 3 p.m.** The candidates who have cancelled their admission online (within 30.10.2021) may report to the college office with the following documents on the above mentioned date and time to claim refund :

- Print out of Application Form (signed by the candidate)
- Admission Fee Payment Receipt (signed by the candidate)
- Admission Cancellation Voucher (signed by the candidate)
- Copy of any identity proof of the candidate (signed by the candidate)
- Letter of authorization (if a candidate is unable to report to the college office personally)

Fees will be refunded by cash/ account payee cheque only. The mode of refund is exclusively prerogative of the college authority. It is the responsibility of the applicant to collect the cheque/ cash from the college office personally or by authorized person on the specified date and time. No further claim will be entertained beyond this stipulated period.

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BETHUNE COLLEGE