

Notice for Admission Cancellation and Refund of Admission Fee

Admission Cancellation

Request for cancellation of admission can only be made online in the admission portal of Bethune College which will remain open till midnight of **31.10.2022**.

To cancel Admission follow the steps given below :

- Log in with your Application Number and Password
- In the left panel click **APPLY FOR CANCEL ADMISSION**
- 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 1.11.2022 onwards applicants have to apply for Admission Cancellation/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.

Refund of Admission Fee

Refund of Admission Fee against cancellation of admission will be made (on the basis of UGC D.O. No. 2-71/2022 (CPP-II) dt. 02.08.2022) from college office on **22nd and 23rd September, 2022 from 12 noon to 3 p.m.** The candidates who have **cancelled their admission online within 19th September, 2022** 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 cash/ cheque 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.

Notice for Refund of Admission Fee for those who will cancel admission after 19th September, 2022 will be issued later.

PRINCIPAL
BETHUNE COLLEGE