

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

**NOTICE**

**Date – 02.09.2023**

**Admission Cancellation and Refund of Admission Fee**

**Admission Cancellation**

Request for cancellation of admission can be made online in the admission portal of Bethune College which will remain open till **midnight (11.59 p.m.) of 07.09.2023**.

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

**For cancellation of Admission from 08.09.2023 onwards applicants have to apply for Transfer Certificate in writing to The Officer-in-Charge, 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.**

**Refund of Admission Fee**

Refund of Admission Fee against online 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 **14<sup>th</sup> and 15<sup>th</sup> September, 2023 from 1 p.m. to 3 p.m.** A nominal amount (not more than 5%) will be deducted as processing fee/bank charge. The candidates who have cancelled their admission online (within 07.09.2023) 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)
- 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.

**Officer-in-Charge  
BETHUNE COLLEGE**