

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

Admission Notice : Dated – 05.09.2020

Important Instructions for Admission Cancellation, Refund of Admission Fee, and Change of Honours Subject

Admission Cancellation

Request for cancellation of admission can be made online in the admission portal of Bethune College. No off-line request will be entertained.

To cancel Admission follow the steps given below :

- Log in with your Application Number and Password
- In the left panel click **CANCEL ADMISSION**
- **CONFIRM** your cancellation request by putting default **OTP (1234)** and **SUBMIT**
- **ADMISSION CANCELLATION VOUCHER** will be generated. Take a Printout. It will be required for claim for refund.

Refund of Admission Fee

Claim for refund of Admission Fee can be made by submitting written application to the Principal, Bethune College mentioning Name, Application No., Honours Subject, Date of Admission, Date of Cancellation of Admission, Contact Number, Bank Account details of self or parent (Name of Account holder, Account Number, Bank Name, Branch and IFSC Code) enclosing the following documents :

- Print out of Application Form
- Admission Fee Payment Receipt
- Admission Cancellation Voucher
- A cancelled cheque with printed name or first page of pass book.

Refund of Admission Fee 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) as per the following table :

Sl. No.	Percentage of Refund of Aggregate Fees*	Point of time when notice of withdrawal of admission is served to HEI
1	100 %	15 days or more before the formally notified last date of admission
2	80 %	Not more than 15 days after the formally notified last date of admission
3	50 %	More than 15 days but less than 30 days after formally notified last date of admission
4	0 %	More than 30 days after formally notified last date of admission

(* Inclusive of course fees and non-tuition fees but exclusive of caution money and security deposit)

In case of Sl. No. (1) not more than 10% will be deducted as processing charge.

Phase-wise last date of admission will be different for each phase as announced by the University of Calcutta/ Higher Education Department, Govt. of West Bengal.

For the First Phase the last date of admission for the session 2020-21 is 25th September, 2020.

Application for refund of Admission Fee will be accepted by the college office between 1st October to 9th October, 2020 (except Saturday, Sunday and Holiday) between 11 a.m. to 4 p.m.

Fees will be refunded by Account Payee cheque/cash only. It is the responsibility of the applicant to collect the cheque/ cash from the college office on the specified date and time which will be notified later.

Change of Honours Subject

After taking admission in one Honours subject, if a candidate's name appears in the Admission List of some other Honours subject in any subsequent round, she is allowed to change Honours subject within stipulated time for that round of admission. No claim will be entertained later.

If the candidate chooses to take admission in the new Honours subject her previous admission need to be cancelled and a message in this regard will appear in the system. After confirmation from the candidate a new Admission Voucher will be generated. The candidate need not pay the full admission fee again; she will have to pay only the difference amount, if any. However, if the course fee in the new subject is less than the previous subject in which the candidate already took admission the excess amount will not be refunded. The candidate should take a print out of the new admission voucher after completion of the process.

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