



**GOVERNMENT OF WEST BENGAL**  
**GOVERNMENT GENERAL DEGREE COLLEGE, KHARAGPUR-II**  
AMBIGERIA, MADPUR, PASCHIM MEDINIPUR-721149, WEST BENGAL

---

**Notification No:** Admission/GGDCKGP-II/18/2021-22  
**Dated** 26/09/2021

Procedure for Cancellation of Admission and Refund/Adjust of Admission Fee  
(Session-2021-22)

It is hereby notified that the newly admitted students who are willing to cancel their admission in any subject because of admission in more than one subjects in this college or getting admitted in any other College/Institution, may please inform the college authority **as soon as possible before registration** that they are willing to do so, as it will help in smooth functioning of the admission procedure. It is also notified that such students may apply for refund/adjust of the admission fee, along with proper documents and a bank account number. The procedure for informing the college authorities is explained below:

The candidates will have to send separate application formats along with the necessary documents to the following Email Ids: [ggdckgp2admission@gmail.com](mailto:ggdckgp2admission@gmail.com) and [principalggdckgp2@gmail.com](mailto:principalggdckgp2@gmail.com) (Applicants are requested to send their application in both E-mail Ids). For the convenience of the students, a format for the application is attached herewith. The candidate will have to fill it up after print out the format, and then mail scanned copy of the filled up application format to both the above mentioned Email Ids. For the candidates who will cancel admission in one subject but get admitted in another subject and thereby stay in this college, the said admission fee will not be sent in their bank accounts but adjusted later with their tuition fee. Such candidates, therefore, do not need to mention their bank account number. Candidates are advised to check the website regularly for any updates regarding cancellation.

**Documents/Information Required:**

- Scan copy of Application Format
- Scan copy/pdf of Signed Application Form
- Scan copy/pdf of Online Payment Receipt
- Scan Copy of Reason for cancellation of admission (if any)
- Scan copy of first page of bank account pass book

**Sd/-**  
**Convener**  
**Admission Committee**  
**Govt. General Degree College, Kharagpur-II**

**Sd/-**  
**Officer-In-Charge**  
**Govt. General Degree College, Kharagpur-II**

**Application Format for Cancellation of Admission and Refund/Adjust of Admission Fee**

To  
The Principal  
Government General Degree College, Kharagpur-II  
Ambigeria, Madpur, Paschim Medinipur-721149

Date:

I, .....(*Name*) admitted in your College in  
.....(*Subject*) against application Form

No.....am willing to cancel my admission. The reason for my cancellation is

1. I have admitted in more than one subjects at this College
2. I have admitted in another College/Institution
3. Any other reason.....(*Write reason*)

*(Candidate should tick the appropriate option)*

I therefore request for the refund of my admission fee, which may be transferred to Bank A/C No. ....

Or

I therefore request for adjusting of my admission fee with tuition fee as I get admission in another subject (.....) in your college.

*(Candidates must stick out which is not applicable)*

I shall be highly obliged if you kindly consider my problem and do the needful.

All the necessary documents are enclosed herewith.

Thanking you.

Yours faithfully,

(Candidate's signature)