



Government of West Bengal
Government General Degree College Kharagpur-II
Ambigeria, Madpur, Paschim Medinipur – 721149, West Bengal

No: GGDCCKGP-II/Admission/2022-23/05

Dated: 12/08/2022

Procedure for Cancellation of Admission and Refund/Adjust of Admission Fee
(for the Session-2022-23)

It is hereby notified that the newly admitted students who are willing to cancel their admission in any subject/course because of admission in more than one subjects in this college or due to getting admitted in any other College/Institution, may please inform the college authority as soon as possible 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 details. The procedure for informing the college authorities is explained below:

Procedure for Cancellation of provisional admission 2022-2023:

- Print the cancellation form (as given in Annexure -I of this notice in next page).
- Fill the form correctly with all the details and sign.
- Send the scanned copy filled and signed application form **along with the necessary documents** to the email : ggdckgp2admission@gmail.com with copy (cc) to principalggdckgp2@gmail.com.
- **Documents Required** along with the cancellation form:
 - Scanned copy of Application Format
 - Scan copy/pdf of Signed Online Application Form
 - Scan copy/pdf of Online Payment Receipt
 - Scan copy of first page of bank account pass book or Scan copy of canceled cheque leaf

For the candidates who want to cancel admission in one subject/course but get/stay admitted in another subject/course and thereby wishing to stay in this college, the refund of the admission fee will not be sent to their bank accounts but will be adjusted later with their tuition fee. Such candidates, therefore, do not need to mention their bank account details in the cancellation form. Candidates are advised to check the website (<http://ggdckgp2.collegeonlineadmission.in>) regularly for any updates regarding cancellation.

Sd/-
Convener (Admission Committee)
Govt. General Degree College Kharagpur-II

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

No: GGDCCKGP-II/Admission/2022-23/05

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Annexure-I

Cancellation Form

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

Date:/...../2022.

Dear Sir,

I am willing to cancel my admission of (Subject/Course) for session 2022-2023. My details are as follows:

- Name:
- Form Number: GGDC22.....
- email ID:
- Mobile No:
- Reason (**Please Tick**):
 - I have admitted in more than one subject at this College
 - I have admitted in another College/Institution
 - Any other reason

I therefore, request for (**Please Tick**)

- the refund of my admission fee, which may be transferred to the Bank A/C whose details are
Bank A/C Number: IFSC
- adjusting of my admission fee with the tuition fee as I get admission in another subject/course
(.....) in your college.

All the necessary documents are enclosed herewith for your kind consideration and necessary action.

Thanking you.
Yours sincerely,

(Candidate's signature)

Name:.....