

# Cancellation Form

To  
The Principal,  
Sir Gurudas Mahavidyalaya,  
Kol-67,  
Subject: Application for the cancellation of admission and refund of fee for the Session 2024-2025  
Sir,

I have taken admission in 4 year/3 year BA/BSc/BCom. (H/G) in Subject:  
\_\_\_\_\_. Due to some reasons, kindly cancel my admission and refund the fee remitted  
by me. Copy of fee receipt dated \_\_\_\_\_ (bank statement ) is enclosed herewith. Thanking you, Yours  
faithfully.

Details of Candidate :

Name :

Signature:

Application No :

Admission Date:

Admission Amount Address \_\_\_\_\_  
Email \_\_\_\_\_ Contact No. \_\_\_\_\_ Bank Account  
No. \_\_\_\_\_ Name of Bank \_\_\_\_\_  
Branch \_\_\_\_\_ IFSC Code \_\_\_\_\_

**Signature of Candidate**

- Enclosure: 1. Application Form
2. Admission Payment Receipt
  3. Bank Statement of Fee
  4. Original & a Xerox copy of the proof of DOB [ Madhyamika Admit / Birth Certificate]
  5. Original & a Xerox copy of the 10+ 2 Mark sheet
  6. Original & a Xerox copy of the SC/ST/OBC-A/OBC-B Category Certificate (If applicable)
  7. Original & a Xerox copy of the PWD/EWS Certificate (if applicable)
  8. Original & a Xerox copy of the Aadhaar