

**Office of the Principal  
Maulana Azad College, Kolkata-13**

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**-: PROCEDURE FOR CLAIM OF REFUND OF ADMISSION FEE: -**

Candidates are directed to submit the application in plain paper at the college entry gate from **04.01.2021 to 09.01.2021 (12 noon to 4 pm)** stating the following information:

1. Full name, mobile no and email
2. Application id and subject
3. Date of admission
4. Date of cancellation of admission
5. Reason of cancellation
6. Reason of holding /blocking the seat for the period before cancellation

Self-attested copies of following documents are to be enclosed with the application:

1. Payment challan / Admission receipt, 2. Cancellation receipt and 3. Photocopy/cancelled cheque on which candidate's name printed / first page of passbook of the bank account of candidate only.

*Principal, Maulana Azad College*