

IMPORTANT INSTRUCTIONS FOR ADMISSION CANCELLATION AND REFUND OF ADMISSION FEE

ADMISSION CANCELLATION PROCEDURE

- Request for cancellation of admission can only be made through admission portal of Maulana Azad College.
- **No Request for Cancellation of Admission through E-mail**
- **No Offline Request will be accepted.**
- For **cancellation of admission follow the steps given below:**

- Step I** In the Admission Portal, Log in with your **Application Number and Password**
- Step II** Click 'CANCEL APPLICATION'
- Step III** Click SEND OTP
- Step IV** An OTP will be sent in your Registered Mobile No. (RMN)- CONFIRM your cancellation request by submitting the OTP.
- Step V** Take a Printout of Admission Cancel voucher which will be required at the time of claim for refund

REFUND POLICY

- **Refund policy [as per Govt. of West Bengal Circular No.-209(29)-Edn(U)/1U-32/17 dt. 24.07.17 and UGC vide D.O. No. 1-3/2007(CPP-II) dt. 06.12.16]**

Sl. No.	Percentage of Refund of Aggregate Fees*	Point of time when admission is cancelled and reported
1	100 %	15 days or more before the formally notified last date of admission (Phase wise)
2	80%	Not more than 15 days after the formally notified last date of admission (Phase wise)
3	50%	More than 15 days but less than 30 days after formally notified last date of admission (Phase wise)
4	0 %	More than 30 days after formally notified last date of admission (Phase wise)

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

- **Procedure for Claim for refund**

ONLY THROUGH OFFLINE MODE

Apply through the a written application to the Principal, Maulana Azad College with following **documents** :

1. Print out of online Application Form
2. Admission Fee Payment Receipt
3. Admission Cancellation Voucher
4. A photocopy of blank cheque with printed name **or** first page of pass book

and information :

Name of applicant, Application No., Honours / General Subject, Date of Admission, Date of Cancellation of Admission, Contact Number, Bank Account details of self (Name of Account holder, Account Number, Bank Name, Branch and IFSC Code) enclosing the above-mentioned documents :

Submit application along with all documents at the entry point of the College main gate physically.

- **Additional Points to remember for getting refund**

1. The Server / Data management & handling charges of Rs. 100/- is non-refundable
2. Phase-wise last date of admission will be different for each phase as per announced by the University/Government notification.
3. Payment of Fees will be refunded through online only.

Principal
Maulana Azad College