

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

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*Notice:            Date: 8<sup>th</sup> Nov, 2021*

**Procedure for Claiming the Refund of Admission Fee-2021:**

To claim the Refund of Admission Fee candidates are directed to submit the '**Application**' in **Plain Paper** at the entry gate of the College from **20.11.2021 to 30.11.2021 (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 for Cancellation
6. Reason for holding/blocking the seat for the period before Cancellation

Self-attested copies of following documents need to be submitted with the application:

1. Payment Challan / Admission Receipt
2. Admission Cancellation Receipt
3. A Copy of the Cancelled Cheque (on which candidate's name is printed) or a Copy of the first page of the passbook of the bank account of the candidate.

*Principal*