



GANGADHARPUR MAHA VIDYA MANDIR

Co-educational Degree College (NAAC Accredited)

P.O.-Gangadharpur, Dist.- Howrah, Pin- 711302

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Ref. No-.....
From: Teacher-in-Charge/Secretary

Date: 08/09/2023

NOTICE

It is hereby informed to all concerned that, those who are cancelled their admission (1st Semester-2023) and request for refund of admission fees are requested to submit application for the refund. In this context, to expedite the refund process, you have to submit the following documents within 16/09/2023 to the college office.

1. A formal written request for the refund, stating the reason for the cancellation along with Form No, name of the applicant, phone number, Bank account No, bank name, Branch, IFSC.
2. A copy of your application form (Self attested).
3. A copy of the payment receipt or transaction ID for the admission fees (Self attested).
4. A copy of admission Cancellation Receipt (Self attested).
5. Xerox copy of the first page of the Bank Passbook (Self attested).
6. Any additional documents or evidence that supports your request for a refund.

Please ensure that all the required documents are compiled and submitted to college office no later than 16/09/2023. Once we receive your complete application and supporting documents, our team will review your case, and we will notify you of the status and expected timeline for the refund process.


Dr Jaga Mohan Basantia

Teacher-in-Charge

Gangadharpur Mahavidyamandir
Gangadharpur, Howrah