



SYAMAPRASAD COLLEGE

Affiliated to University of Calcutta, NAAC Accredited "B"

Address: 92, S P Mukherjee Road (Main) & 5/B R Das Gupta Road, Kolkata-700026 (Annex)

Contact: (033) - 2455-7671, (033) - 2486-3914, Telefax: (033) - 2455-1738

Email: syamaprasadcollege@gmail.com, Official Website: www.syamaprasadcollege.in

Ref: SPC/ADM/CA/1/2020

Date: 13.11.2020

Notice for Cancellation of First Semester Admission for Academic Session 2020-21

Students of Semester- I, B.A, B.Sc, B.Com (Hons/Gen/Major) who have already applied / want to apply for the cancellation of admission are notified to fill the Google Forms through the link given below by 18th November, 2020:

<https://forms.gle/J8mrdSjrfvLj1uPEA>

Any student who wishes to cancel his/her admission offline may come to the Annex Building, Syamaprasad College on 18.11.2020 between 2 P.M to 6 P.M with the following documents.

1. Application Request of Cancellation (Form attached).
2. Application form with AEN.
3. Payment receipt/challan.
4. Xerox of the first page of the bank account/ Cancelled cheque.
5. ID proof preferably AADHAAR Card.

Vice-Principal
Syamaprasad College



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Cancellation form No:	SPC/CA/S-2020-21 – 000.....
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Application – Request of Cancellation of Admission to first Semester for Academic Session-2020-21.

Student details – requesting for Cancellation of Admission.	
1	Name of Candidate
2	Father's Name
3	Mother's Name
4	Guardian's Name
5	Gender (Tick the appropriate) <input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Transgender
6	Contact Number <input type="text"/> 7 Email id: <input type="text"/>
8	Residential Address (Permanent)
	House no <input type="text"/> Street Address: <input type="text"/>
	District: <input type="text"/> State <input type="text"/>
	Country <input type="text"/> Pin/Zip Code <input type="text"/>
9	Present Address
	House no <input type="text"/> Street Address: <input type="text"/>
	District: <input type="text"/> State <input type="text"/>
	Country <input type="text"/> Pin/Zip Code <input type="text"/>
10	AEN Number (As printed on the Admission form and against which the payment for admission has been done/completed.)
11	Date of Requesting Cancellation of Admission. (Originally requested through email or offline)
12	Aadhar number / School Id number (Attach self attested photo-copy)
13	Bank details (attach the self attested copy passbook of bank)
(a)	Name of the Bank <input type="text"/>
(b)	Name of the Branch <input type="text"/> Branch Code <input type="text"/>
(c)	Savings Account Number <input type="text"/>
(d)	IFS Code <input type="text"/>
14	Disclaimer
	I have opted for cancellation of my Admission to the first semester, session - 2020-21 in Syamaprasad College. I have provided the date on which I had requested cancellation of admission to this College. I understand that the date of requesting cancellation of my admission to first semester to this College is essential to determine the quantum of refund of admission fees. I also understand that the quantum of admission fees refunded will be as per the directives issued by the competent authority/ the norms laid down by the government. I will not hold the College responsible in any manner for the above said matter and cancellation of my admission to this College. I agree to the terms and conditions. Full signature - Date:
15	Attached documents (Tick corresponding to the submitted documents)
(a)	Admission/Application Form <input type="checkbox"/>
(b)	Admission Fees Bank Challan / Fees receipt <input type="checkbox"/>
(c)	Front page of Bank passbook (For account details) <input type="checkbox"/>
(d)	Aadhar card / School ID card proof. <input type="checkbox"/>
(e)	Other Specify: - <input type="checkbox"/>

Acknowledgement

Cancellation form No: **SPC/CA/S-2020-21 – 000.....** from Mr/Mrs. was received with documents (a).....
 (b).....(c).....
 (d).....

.....
 Authorized Signatory

.....
 official seal

.....
 Date