

SIVANATH SASTRI COLLEGE

ADMISSIONS 2024-25

MODALITIES FOR CANCELLATION OF ADMISSION

This is to inform students who have taken admission through the Centralized Admission Portal to any course of the College that if they desire to cancel their admission, they have to follow the following rules/procedures for the same –

1. Download the cancellation form provided on the next page.
2. Print it out and fill in all relevant details.
3. Affix signatures of the student as well as the parent/guardian.
4. Attach photocopies of documents listed in the cancellation form.
5. Submit the form to the Admission Nodal Officer or Convenor, Admission Sub-Committee in the College premises from 26.9.2024 onwards. The timings for submission of the form will be between 8 AM and 9 AM.
6. Receive signed and stamped counterfoi/challan. This will be the cancellation letter of the College for all intents and purposes.

Cancellations will be received on 26.9.2024 and 27.9.2024 as per the procedure outlined above. For any queries, please contact the Admission Helpline.

Dated : 25.9.2024

By Order
Principal

SIVANATH SASTRI COLLEGE

ADMISSION CANCELLATION FORM [2024]

[to be printed out, filled in and submitted with necessary documents to the College]

To,
The Principal,
Sivanath Sastri College,
23/49, Gariahat Road,
Kolkata – 700029

Respected Madam,

This is to submit that I have taken admission to the College through the Centralized Admission Portal and have completed physical verification of documents on or before 7.9.2024. Details of admission are as follows –

Name [IN CAPITAL LETTERS] (as per Application Form)	
Course (as per Application Form)	
Application No. (as per Application Form) [in the format A00XXXXXX]	
Fees Paid (as per Provisional Admission Receipt)	
Date of Payment of Fees (as per Provisional Certificate)	
Date of Physical Verification (as per Verification Certificate)	

I desire to cancel my admission to Sivanath Sastri College since [strike out whichever is not applicable]

- a) I have taken admission to another college/institution, whose name is _____
or
b) I desire to cancel my admission due to personal/non-academic reasons .

In order that my application may be considered, I understand and undertake the following –

- Any refund of fees will be subject to verification of financial records. This process may take time and I will not make any claim for any refund of fees prior to verification. Further, I undertake that in case my name/fees payment record are not found in the financial records, I will have no claim to any refund to be issued by the College.
- I understand and accept that cancellation, once granted, will be final and in no case shall a cancellation be reversed. I shall make no claim to the seat vacated as a result of my cancellation. The College will reserve the right to admit a different student to that seat.
- I will not be eligible for any services provided by the College once my cancellation is approved.
- I do submit the following documents along with the completed cancellation form (this form) –
 - Printout/photocopy of Provisional Admission Certificate.
 - Printout/photocopy of Verification Certificate (issued by the College after physical verification)
 - Photocopy of cancelled cheque/first page of passbook of the bank account to which refund is to be issued.

I request that my admission may kindly be cancelled with immediate effect.

Dated :

Place: Kolkata, West Bengal

[SIGNATURE OF STUDENT]

[COUNTERSIGNED BY THE PARENT/GUARDIAN OF THE STUDENT]

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CANCELLATION CHALLAN/COUNTERFOIL

(to be detached and returned to the student)

Cancellation Application of _____, who was admitted with Application No. _____, to _____ (course) on _____ (date of admission) has been approved / rejected.

If rejected, the reason for rejection is _____.

Cancellation Approved By : _____

Cancellation Approved On : _____

College Stamp/Seal :

