

# SIVANATH SASTRI COLLEGE

ADMISSIONS 2025-26

## 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 29.10.2025 onwards. The timings for submission of the form will be between 8 AM and 9 AM.
6. Receive signed and stamped counterfoil/challan. This will be the cancellation letter of the College for all intents and purposes.
7. Refund (as applicable) will be issued by the College only up to the maximum of funds received by the College from the student through the Centralized Admission Portal. The date of refund will be notified later.

Cancellations will be received on and from 29.10.2025 as per the procedure outlined above. For any queries, please contact the Admission Helpline. Requests for expedited refund of fees will not be entertained.

Students are to note that the above notification is applicable only for students who were admitted to the College through the Centralized Admission Portal, and are students of the College on and after 11.10.2025. Students who cancelled their admission or whose admission was cancelled by the College on or before 10.10.2025 are to refer to the Centralized Admission Portal for their cancellation and refund (if any).

Dated : 12.10.2025

By Order  
Principal

# **SIVANATH SASTRI COLLEGE**

## **ADMISSION CANCELLATION FORM [2025]**

*[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 10.10.2025. 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.

I request that the refund (as applicable) may kindly be credited to *[strike out whichever is not applicable]*

a) the bank account details entered in the West Bengal Centralized Admission Portal. These are – A/C No. \_\_\_\_\_, IFSC Code - \_\_\_\_\_, Bank Name and Branch - \_\_\_\_\_

or

b) a different bank account than the one specified in the West Bengal Centralized Admission Portal. The details of this different bank account are - A/C No. \_\_\_\_\_, IFSC Code - \_\_\_\_\_, Bank Name and Branch - \_\_\_\_\_

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) –
  - Photocopy of Provisional Admission Certificate or Application Form with verification stamp and signature of verifier.
  - 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 :