



**SAVITRI GIRLS' COLLEGE**

**13, MUKTARAM BABU STREET, KOLKATA- 700007**

Contact No: (033)2269-4240/2273-8284 ; Email : savitrigc@gmail.com

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**Ref No- 07 / Admission / SGC**

**Date- 16-09-2021**

## **Notice**

The students, who had cancelled their admission to 1<sup>st</sup> Semester in 2020 or made multiple payments in connection with the admission to 1<sup>st</sup> Semester in 2020 in this college, are hereby informed to submit the claim form along with the following self-attested documents to the office of the college to claim their refund on **20<sup>th</sup> September or 22<sup>nd</sup> September or 24<sup>th</sup> September, 2021. ( from 12 Noon to 3 PM )**

1. Copy of the downloaded application form
2. Copy of the receipt as proof of payment
3. Photocopy of Aadhaar Card of the student and parent
4. Photocopy of the H.S ( or equivalent ) mark sheet
5. Photocopy of the Madhyamik ( or equivalent ) certificate / Admit Card
6. Photocopy of the front page of the bank passbook / cheque leaf where account details are clearly visible. ( for refund )

# The college shall deduct Rs.800/- as cancellation charges.

**Dr. Sk. Mahammad Ali**  
**Principal**

To  
The Principal  
Savitri Girls' College  
Kolkata – 7

**Sub : Application for refund of admission fees ( 2020 ) as I cancelled the admission /  
paid the fees multiple times. ( Ref No : 07/Admission/SGC dated 16-09-2021)**

Sir,

Kindly find the following details of the applicant and do the needful to refund the admission fees (2020 ) as I cancelled the admission / paid the fees multiple times.

1. Application No. :
2. Name of the student :
3. Father's Name :
4. Mother's Name :
5. Present Address :
6. Mobile No :
7. E – mail ID :
8. Date of Payment :

**Bank details of the student / parent for getting the refund**

1. Customer ID :
2. Bank A/C No. :
3. Name of the Bank :
4. Branch :
5. IFS Code :

Signature of the Student with date

Signature of the Parent with date