Ref No-   221 / Admission / SGC   Date-04-05-2023

Notice

The students, who had cancelled their admission to 1st Semester in 2021 or made multiple payments in connection with the admission to 1st Semester in 2021 in this college, are hereby informed to submit the claim form along with the following self-attested documents o n l y to the college office to claim their refund by **12th May,2023 (from 12 Noon to 3 PM).**

1. Copy of the downloaded application form
2. Copy of the receipt as proof of payment
3. Photocopie 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 04.05.2023
Principal
SAVITRI GIRLS' COLLEGE
KOLKATA-7

To
The Principal
Savitri Girls' College
Kolkata – 7

Sub : Application for refund of admission fees (2021) as I cancelled the admission / paid the fees multiple times. (Ref No : 221/Admission/SGC dated 04-05-2023)

Sir,

      Kindly find the following details of the applicant and do the needful to refund the admission fees (2021) 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