

City College
102/1 Raja Rammohan Sarani, Kolkata-700009

NOTICE (Dated: 21.06.2019)
(Sub: Cancellation of Admission)

We have received a few queries over telephone regarding the procedure of cancelling one's admission (to 1st Semester courses, 2019-20) and receipt of refund thereof. The detailed procedure is outlined below.

Step 1: Log in with your user id and password.

Step 2: A window opens where your application id or ids (*if you have taken admission in more than one subject*) is/are shown with a 'Cancellation' button against each id.

Step 3: Choose the application id (that is, the subject) for which you want to cancel admission and click on the '**Cancellation**' button.

Step 4: An OTP will be sent to your registered mobile number. Enter that OTP. *This is a safety check so that none other than you can cancel your admission.*

Step 5: Please enter your date of birth and upload the receipt of payment of admission fees.

Step 6: Submit and print a copy of the acknowledgement slip for claim of refund in future.

Note: All refund requests will be processed after the admission process is completely over. Contact the College office after we notify the commencement of refund procedure.

No refund request will be processed without the acknowledgement slip.

Principal
City College