

LADY BRABOURNE COLLEGE

Instructions Regarding Cancellation of Admission Fee and Refund

Cancellation of Admission:

Request for cancellation of admission can be made online in the admission portal of Lady Brabourne College. Candidates are requested to make online request for cancellation of admission.

For cancellation of admission follow the steps given below:

Click on the tab **“Request for Admission Cancellation”** on the website

Log-in with Application number and password (Date of Birth)

Submit request for cancellation of admission

Refund against cancellation of admission:

Application fee will not be refunded.

Candidates have to claim their refund against cancellation of admission by submitting an application addressed to the Principal, Lady Brabourne College clearly mentioning their Name, Application No., Honours Subject, Date of Admission, Date of Cancellation of Admission, Contact Number, Bank Account details of self or parent (**Name of Account holder, Account Number, Bank Name, Branch and IFSC Code**) enclosing the following documents:

- Print out of Application Form
- Admission Fee Payment Receipt

Refund will be made as per existing government and UGC rules.

Up gradation/ Transfer to another Honours Course in Lady Brabourne College

After taking admission to one Honours Course in Lady Brabourne College, if a candidate wishes to transfer to another Honours Course in this college for which she has been selected in a later phase of admission the candidate is required to cancel her previous admission online and proceed for admission to the next choice of Honours course. However, she may apply for refund against the cancellation of previous admission in the above mentioned process.