



VIDYASAGAR UNIVERSITY

P.O.: MIDNAPORE , DIST.: PASCHIM MEDINIPUR , WEST BENGAL , PIN- 721102

Ref. No. VU / PG /231/22

Date-07.11.2022

NOTIFICATION FOR CANCELLATION AND REFUND OF ADMISSION FEE, 2022-23

The candidates admitted to PG and other programmes for the academic session 2022-23 (semester-I) and who want to cancel their admission or whose admission is cancelled from the concerned programmes, may apply for the cancellation and refund of the admission fees in the following prescribed format (attached herewith).

Such candidates are requested to send the following documents within 11.11.2022 to the following e-mail address from their registered e-mail only, which was given by the candidate in the application form.

e- mail address:

cancellation_admission@mail.vidyasagar.ac.in

A. Documents to be sent (in a single PDF file):

1. Scanned copy of hand-written application by the candidate mentioning the cause of cancellation
2. First page of the application form (self-attested)
3. Admission payment slip (self-attested)
4. Filled in form for refund

*For any clarification you can contact **Ph. No: 9382180893** (11-00 a.m. to 5-30 p.m.)*

Dr. Tarun Kanti Mandal
Secretary, Faculty Councils for PG Studies



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FORM FOR REFUND OF ADMISSION FEE

(Due to Cancellation/Withdrawal of Admission, 2022-23)

1. Name of the Candidate (in BLOCK LETTER):

2. Father's/Guardians Name:

Mobile No.:

e-Mail:

3. Programme Applied for (Pl. tick): B.Lib/M.Lib/M.COM/MBA/MCA/M.A./M.Sc
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4.

Form No.	E-	2	0	2	2						
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5. Account Details for refund the fees:

(a) A/C holder Name:

(b) A/C No.:

(c) Bank Name:

(d) IFS Code:

(e) Branch Details:

Date:

Signature of the Candidate

Note:

1. Please attach self-attested copy of admission Payment receipt

2. Duly filled and signed form along with necessary documents should be sent/submitted to the
Office of the

Secretary, Faculty Councils for PG Studies, Vidyasagar University, Midnapore – 721102

3. Amount to be refunded as per rules of the Vidyasagar University

Phone: (03222)298-330/Centrex-330 e-mail: pgsecy@mail.vidyasagar.ac.in

website: www.vidyasagar.ac.in