

**MSG-SGKM COLLEGE OF ARTS, SCIENCE & COMMERCE
PLOT NO 17, TILAK ROAD, GHATKOPAR (EAST), MUMBAI – 77**

APPLICATION FOR THE CANCELLATION OF ADMISSION & REFUND OF FEES

To,
The Principal,
MSG-SGKM ASC,
Ghatkopar (E),
Mumbai – 77

Date: _____

Respected Sir,

I was admitted to this College for the Course _____. I want to cancel my admission as I am seeking admission to class/course at _____/ changing my place of residence at _____.

I, therefore, request you to cancel my admission and return my Original Documents and refund fees as per rule. I enclose herewith the original fee receipt issued to me by the college. My particular are as follows :

Name : _____ Class: _____ Div ___ Roll No _____

Fee Receipt No. _____ Dated _____.

Address: _____

Mobile No. _____ Email _____

My Refund of Fees Cheque to be drawn in favour of _____

Parents/Guardian Signature _____

Students Signature _____

FOR OFFICE USE ONLY

Cancellation of Admission: GRANTED/NOT GRANTED

Principal Signature _____

Received Original Document:

- 1) Marksheet 2) Passing Certificate 3) Leaving Certificate 4) Any Other

Student Signature _____

REFUND OF FEES

Enrolment Fees sent to Mumbai University: YES / NO

If paid, Challan No. _____ Dated: _____

Total Fees Received Rs. _____

Less:Fees Deducted as per Rule

Enrolment Fees paid to the University Rs. _____

Other Fees paid to University Rs. _____

Any other Fees Rs. _____

Net Amount to be Refunded Rs. _____

Refund Cheque No. _____ Dated: _____

Receiver's Name _____ Sign with Date _____

PRINCIPAL SIGNATURE