

Bethune College
Government of West Bengal
181, Bidhan Sarani,
Kolkata – 700 006

Important Instructions for Admission Cancellation, Refund of Admission Fee, and Change of Honours Subject

Admission Cancellation

Request for cancellation of admission can be made online in the admission portal of Bethune College. No off-line request will be entertained.

To cancel Admission follow the steps given below :

- Log in with your Application Number and Password
- In the left panel click **CANCEL APPLICATION**
- In the next screen click **SEND OTP**
- An OTP will be sent to your Registered Mobile No.
- **CONFIRM** your cancellation request by putting the OTP and **SUBMIT**
- Admission Cancel voucher will be generated. Take a Printout. It will be required for claim for refund.

Refund of Admission Fee

Application money is non-refundable.

Claim for refund of Admission Fee can be made by submitting written application to the Principal, Bethune College mentioning 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
- Admission Cancellation Voucher
- A copy of blank cheque with printed name or first page of pass book.

Refund of Admission Fee will be made on the basis of Refund Policy of Govt. of West Bengal (Circular No.-209(29)-Edn(U)/1U-32/17 dt. 24.07.17 and UGC (D.O. No. 1-3/2007(CPP-II) dt. 06.12.16) as per the following table :

Sl. No.	Percentage of Refund of Aggregate Fees*	Point of time when notice of withdrawal of admission is served to HEI
1	100 %	15 days or more before the formally notified last date of admission
2	80 %	Not more than 15 days after the formally notified last date of admission
3	50 %	More than 15 days but less than 30 days after formally notified last date of admission
4	0 %	More than 30 days after formally notified last date of admission

(* Inclusive of course fees and non-tuition fees but exclusive of caution money and security deposit)

In case of Sl. No. (1) not more than 10% will be deducted as processing charge.

Phase-wise last date of admission will be different for each phase as announced by the University of Calcutta/ Higher Education Department, Govt. of West Bengal..

Fees shall be refunded within 15 days from the date of receiving the written application subject to verification and approval of the college authority.

Fees will be refunded by Account Payee cheque only. It is the responsibility of the applicant to collect the cheque from the college office on the specified date and time.

Transfer from one Honours Subject to another

After taking admission in one Honours subject, if a candidate is selected for admission to some other Honours subject (applied earlier), she is allowed to change Honours subject within stipulated time for that round of admission. No claim will be entertained later. If the candidate chooses to take admission in the new Honours subject her previous admission will be automatically cancelled after confirmation from the candidate. The candidate need not pay the full admission fee again; she will have to pay only the difference amount, if any. However, if the course fee in the new subject is less than the previous subject in which the candidate already took admission the excess amount will not be refunded.

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