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# MOYNA COLLEGE

NAAC Accredited

[Affiliated to Vidyasagar University]

Moyna :: Purba Medinipur :: Pin-721629 :: West Bengal :: India

Ref. No.....

Date: 07/08/2023

## Notice 10: Refund of Admission fees

### ***Refund for cancellation of admission***

Those who have cancelled admission to UG courses, 2023 will have to apply in writing to the Principal for refund along with the following documents:

- i) Proof of Payment
- ii) Photocopy of Passbook / Cancelled cheque where the refunded amount is to be deposited. The account must be in the name of the candidate.

The application must state clearly the date of application, the name of the candidate, the form number, the subject in which admission is taken, and details of the account where the refund is to be deposited.

The refund will be made as per UGC guidelines on Notification on Refund of Fees dt. October, 2018.

### ***Refund for double payment***


Those who have made double payment for admission will have to apply in writing to the Principal for refund along with the following documents:

- i) Proof of two payments
- ii) Photocopy of Passbook / Cancelled cheque where the refunded amount is to be deposited. The account must be in the name of the candidate.

The application must state clearly the date of application, the name of the candidate, the form number, the subject in which admission is taken, and details of the account where the refund is to be deposited.

**All applications are to be deposited by hand to Sri Chandan Jana, Cashier.**

Prof. (Dr.) Dilip Kumar Panda

 **Principal**  
**MOYNA COLLEGE**  
**Moyna, Purba Medinipur**