



MAHARAJA SRISCHANDRA COLLEGE

NAAC ACCREDITED

20, RAMKANTO BOSE STREET, KOLKATA - 700 003

Phone : 2555 5810 (Office), 2543 2949 (Principal), 2543 6687 (Teachers' Room)

E-mail : msccollege20@yahoo.com, Website : www.msccollege.org

Ref. No.

Date.....20.....

Date: 24.02.2021

Notice for Admission Money Refund

1st Semester Students of B.A., B.Sc. & B.Com. who applied (by email/ hard copy) for refund his/her admission fees for the session 2020-2021, for admission cancellation/ multiple payment, are advised to fill up the following form and submit the same with following documents to Mr. Suwendu Biswas, Head Clerk by 02.03.2021.

(Shyamal Kr. Chakraborty)

Principal

Principal

Maharaja Srischandra College
Kolkata-700 003

Documents to be submitted –

1. Copy of Application for refund (email/ hardcopy whichever is applicable)
2. Copy of Admission Form
3. Copy of Admission Cancellation Receipt
4. Copy of Admission Payment Receipt
5. Copy of Bank passbook (Front page and the page showing admission payment transaction) in case of Debit card payment **or** Copy of Credit Card Statement if admission payment done through Credit Card.
6. Duly signed Form (next page)



Form

I, _____ (name) _____ (B.A./B.Sc./B.Com.) do hereby authorize the college to deposit my refund amount to my following A/C details:

Name of the A/C holder:

Bank Name:

Branch Name:

Account No.:

IFSC Code:

Personal Contact Number:

Admission Voucher No.:

Admission Application No.:

Signature of the candidate with date