

Admission Cancellation Form

Application No.....

To

The Principal
Government College for Girls
Sec-14, Gurugram

Memo No.GCGGN/.....

Dated:

Sub.: Request for Cancelation of admission in Course

I request you to cancel my admission and initiate fee refund.

1. Registration number
2. Reason of Cancelation
3. Student's Name
4. Father's NameMother's Name
5. Mobile No. Alternate No.
6. Date of Payment of Fees
7. Bank Account Number of Student Only
8. Bank Name
9. IFSC Code

Documents to be enclosed :

1. Fee Receipt Photocopy
2. Clear Photocopy of Bank Passbook of Student (first page) or Cancelled Cheque

Parent's Signature

Student's Signature

Note: - Refund (if applicable) will only be processed to the student's bank account.

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For Office Use Only

Receipt

Received Admission Cancellation Form for the Course

Registration No. Date

Clerk's Signature