

Head Clerk/Cashier (Day/Morning)

**Bursar to take N/A**

**Principal  
Dinabandhu Andrews College**

**The Principal  
Dinabandhu Andrews College  
P.O. Garia, Kolkata 700 084**

**Sub.: Refund of Admission Fees paid against cancellation of admission**

**Sir,**

**This is for your kind information that I got admission in \_\_\_\_\_ (Hons)/B.A. Pass/B.Sc. Bio Pass/B.Sc. Pure Pass/B.Com. Pass this year vide my Application Form No. \_\_\_\_\_, Roll No. \_\_\_\_\_, Student ID \_\_\_\_\_ on \_\_\_\_\_.**

**Subsequently, however, I got admission in \_\_\_\_\_ (Hons)/B.A. Pass/B.Sc. Bio Pass/B.Sc. Pure Pass /B.Com. Pass this year vide my Application Form No. \_\_\_\_\_, Roll No. \_\_\_\_\_, Student ID \_\_\_\_\_ on \_\_\_\_\_**

**Under the circumstances, I request you to kindly refund the amount of Rs. \_\_\_\_\_ paid during my earlier admission in this academic Session (20 - ).**

\_\_\_\_\_  
**NAME OF THE STUDENT**

\_\_\_\_\_  
**SIGNATURE OF THE STUDENT**

**Roll No. \_\_\_\_\_, Student ID. \_\_\_\_\_**

**Dated \_\_\_\_\_**