Office of the Principal
Haldia Government College
P.O. Debhog, Dist: Purba Medinipur, Pin – 721657

Notice no.: 235/HGC/2023 Date: 06/12/2023

Undergraduate Admission: 2023-24
Notification regarding Refund of Admission Fees

This is to notify that claim for refund of Admission fees has to be submitted through online mode using the following link within **13th of December, 2023.** The students are requested to read the following points carefully before raising their claim for refund:

- **The following cases will be considered for refund:**
  - **Multiple payments received during e-Admission process for the same course/category due to some technical fault**
  - **Candidates changing their subject during e-Admission process**
  - **Candidates cancelling their e-Admission for taking admission to another institute**
- **Candidate has to submit the scanned copy of following documents during the online application for refund:**
  - ✓ **Scanned copy of bank passbook 1st page/cheque book as a proof of bank account number (jpeg/pdf format)**
  - ✓ **Admission Cancellation certificate (if applicable) (jpeg/pdf format)**
  - ✓ **Scanned signature of the candidate (jpeg/pdf format)**
  - ✓ **Transaction ID and all payment receipt copy**
  - ✓ **Application form**
- For the refund of admission fee, the candidate has to fill an online form within **13.12.2023.**
- All the refund amount will be transferred to the Account number given by the candidate during online application of refund.
- All the refund will be made following the existing Government norms.
- **Link for online application for refund of admission fees:** https://docs.google.com/forms/d/14NqIUu87mFOHoCPgoAmnWMQNtTiubVBB0eCNm9N2A6U/edit

Officer-in-Charge
Haldia Government College