

SHRI VILE PARLE KELAVANI MANDAL's  
NARSEE MONJEE COLLEGE OF COMMERCE AND ECONOMICS  
(AUTONOMOUS)  
Vile Parle (W), Mumbai - 400056

## ADMISSION CANCELLATION FORM

To,

Date:

The Principal,  
Narsee Monjee College,  
Vile Parle (West),  
Mumbai 400056.

Sir,

I, \_\_\_\_\_ **Student Number (SAP No.)** \_\_\_\_\_ has taken admission in \_\_first\_\_\_\_\_ year (first / second year/third) \_\_\_\_\_ (Name of the course) and done payment of fees for Rs. \_\_\_\_\_, Fees receipt number \_\_\_\_\_ dated \_\_\_\_\_

**\*Student Contact No.** \_\_\_\_\_ **& Parents Contact No.** \_\_\_\_\_.

**\*student name should be full that is (Surname, First name, Middle name)**

I would like to cancel my admission, with reason \_\_\_\_securing admission in \_\_\_\_\_.

Please refund me fees amount to the following Bank Account (Only Student and Parent Account Number to be given) as per the rules applicable.

**\*Bank details for refund: -**

Name of Account Holder (Only Student and Parent Account Number to be given)	
Account Number (If your account number is prefix with zero then please give, full account number)*	
Bank Name	
Bank Branch Name	
IFSC Code	
MICR Code	

**\*Copy of cancelled cheque with a/c holder name printed on cheque to be send along with the cancellation form (without copy of the cancelled cheque refund will not be processed)**

\_\_\_\_\_  
(Signature of Parent)

\_\_\_\_\_  
(Signature of Student)

**(Office use only)**

No Dues of Books from student:

\_\_\_\_\_  
(Signature of Library Section)

Cancel the admission, return the original certificate & refund the fees as per rules. (Enrolment form filled/ not filled / Fees sent to the University / Original Document Submitted / Not Submitted)

\_\_\_\_\_  
(Signature of Authority)

\_\_\_\_\_  
(Signature of Enrolment Section)

\_\_\_\_\_Rec  
eived original-Marksheet/Passing Certificate/Migration/Transfer Certificate/Leaving Certificate.

\_\_\_\_\_  
(Signature of Student/Parents)

\_\_\_\_\_  
(Signature of Enrolment Section)

\_\_\_\_\_  
Total Fees Paid of Rs.\_\_\_\_\_

\_\_\_\_\_  
Cancellation Amount Rs.\_\_\_\_\_

\_\_\_\_\_  
Refund Generated on\_\_\_\_\_ for Rs.\_\_\_\_\_ via RTGS mentioned in above  
bank details.

\_\_\_\_\_  
(Signature of Processing Accounts Person)

\_\_\_\_\_  
(Signature of Accounts Authority)