



UTTAR BANGA KRISHI VISWAVIDYALAYA

PUNDIBARI: COOCH BEHAR

Notification for Refund

Candidates who want to cancel their seat for UG degree programme for the session 2022-23 both for **Pundibari Campus and College of Agriculture, Majhian** are requested to send mail **from their registered mail id** only to the address admission@ubkv.ac.in with filled in proforma as per given below. Refund will be done as per University norms.

N.B.

1. Mail send from other mail id except registered mail id will not be entertained.
2. Mail received to the admission@ubkv.ac.in will be entertained only.
3. Seat booking slip must be attached with the application.

Proforma given below



APPLICATION FOR CANCELLATION CUM REFUND OF SEAT BOOKING FEES

Date: _____

To
The Registrar,
Uttar Banga Krishi Viswavidyalaya
Pundibari, Cooch Behar

Sir,
I booked a seat for admission to the B. Sc. (Hons.) Agriculture/B. Sc. (Hons.) Horticulture programme of your University on dated _____.

Reason for Cancellation:

Name of the Applicant: _____
(IN BLOCK LETTERS) (First Name) (Middle Name) (Surname)

Fee paid: Rs. _____ (in words) _____

Details of Bank Account:

Name of A/C holder : _____ **A/C Number :** _____
Name of the Bank : _____ **A/C Type :** _____
Branch Name : _____ **IFSC Code :** _____

I agree that after submitting the refund request, my candidature will liable to be cancelled instantly.

Kindly allow the refund of the fees paid in the bank account detailed above, as per the rules.

Thanking you,

Yours truly,

Signature of the candidate

Enclosure: A copy of Sit Booking Slip

For Office use only:

Amount Paid	Rs.
Amount Deducted	Rs.
Amount to be Refunded	Rs.

Refund amount is calculated as per norms

Signature of Dealing Assistant

Admission may be Cancelled and the proposed amount may be refunded

Recommended and Forwarded

Convenor, UG Admission Committee

Chairman, UG Admission Committee

Approved and forwarded to Comptroller for necessary action

Registrar

For use of Comptroller's Department

Refund of Rs. _____ is made on _____ (date), forwarded to Convenor (Deputy Registrar), UG Admission Committee for record.

Comptroller