

**APPLICATION FOR CANCELLATION OF ADMISSION**

**The Principal,**  
**SES L S Raheja College of Arts & Commerce,**  
**Off. Juhu Road, Relief Road, Rambhai Bakshi Chowk, Santacruz (West), Mumbai 400 054**

Date: \_\_\_\_\_

Sir / Madam,

I would like to cancel my admission in this college. Relevant details are as under:

1. Name: Mr./Ms. \_\_\_\_\_  
 (Surname) (First Name) (Father's Name) (Mother's Name)
2. Class: \_\_\_\_\_ Div. & Roll No. \_\_\_\_\_ Category: \_\_\_\_\_
3. Fee Receipt No.: \_\_\_\_\_ Date: \_\_\_\_\_
4. Residential Address: \_\_\_\_\_  
 \_\_\_\_\_
5. Mobile No. / Land Line No.: \_\_\_\_\_ e-mail: \_\_\_\_\_
6. Reason for Cancellation: \_\_\_\_\_
7. Have you taken admission in any other college? If YES, Please specify the name of the College and the course to which admission is taken \_\_\_\_\_  
**Please enter the details asked below, if you wish to get the refund through RTGS and deposited in your bank account directly.**
8. **Fees Refund:** Name of the Account holder: \_\_\_\_\_  
 Name of the Bank and Branch Code: \_\_\_\_\_  
 Bank Account No.: \_\_\_\_\_ NEFT / IFSC Code: \_\_\_\_\_  
 (Kindly attach a cancelled cheque along with this form for Refund of Fees)

Yours faithfully,

**Signature of the Guardian****Signature of the Student**

The student has returned the Identity Card and Library Card and all dues cleared.

Date:

Signature of the Librarian

Signature of Gymkhana In-charge

**Signature of the Authority concerned****ADMISSION CANCELLED: (office use only)**

1. Original Certificates Issued

2. Eligible/ Not eligible for refund of fees.

Date:

Signature of the Clerk concerned

Signature of Off. Sup./Head Clerk

I have received the documents.

**Signature of the Student with date**