

Candidature/admission Cancellation Form

(To be filled-up and submitted by the candidate)

Application No.	
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To The Registrar/Finance Officer, University of Kalyani, Kalyani, Nadia PIN – 741 235;

Through: The Secretary Faculty Council (UG/PG)

Through: The Head of the Department

Sub: Prayer for candidature/admission cancellation

Sir.

I pray to yourself for allowing me to withdraw/cancel my candidature from your institute with immediate effect. My details are given below :

1.	Name of the Student (block lett	er)															
2.	Father/Guardian Name:				1												
2A.	State		2B.	2B. Admission Category GEN/SC/ST/OBC-A/OBC-B/TFW													
3.	Mobile No.								1								
4.	E-mail																
5.	WBJEE/JELET Roll No.			6. Rank in WBJEE/JELET													
7.	Admitted Through:	Cent	tralized Counseling/Decentralized Counseling														
8.	Admitted Program in KU	1		9.		Adn	itted	l Cou	rse in K	.U							
	(B.Tech/M.Tech)					CE/	ECE	/EIE/	ΙΤ								
10.	Admitted in the Year			1	1.	Date	of A	Admis	sion								
	(Part I/Part II)																
12.	Amount of Admission Fees Pa	nid		ı						ıı							
13.	Date of Payment																
14.	Mode of Payment		Cas	Cash NEFT others													
15.	Transaction ID							1				1					
16.	Amount of Seat Acceptance F	ees Paid															
17.	Date of Payment																
18.	Mode of Payment																
19.	Transaction ID																
20.	Total Amount Refundable (9-	+13)															
21.	Bank Name (where your money	will be															
	transferred)																
22.	Branch Name																
23	Bank Address																
24.	Account Holder Name (Block I	Letter)															
25.	Bank Account No.*													+			

26.	Bank IFS Code	
27.	Date of Application	
28.	Reason for cancellation	

*If a student does not have a bank account in his/her name, he/she should provide his/her parent's/guardian's bank account after getting his/her parent's/guardian's consent to transfer the refundable money to his/her parent's/guardian's bank account. In such cases, a Consent Form must be filled up and signed by the parent/guardian of the candidate as per University prescribed manner.

I hereby undertake that the above mentioned particulars are true to the best of my knowledge.

Please take necessary action, so that I can get the refund amount after necessary deduction at the earliest possible. I am aware that the deduction amount will be based on the University of Kalyani seat cancellation policy and that I shall receive the refund amount after necessary deduction only if my vacant seat is substituted by another student in the same session.

I furnish the following necessary enclosures along with the application:

Provisional Allotment Letter obtained from the KU/WB JEE/JELET portal
Rank Card of WB JEE/JELET
KU Admission Receipt
KU Admission Fee Payment Receipt
Cancelled cheque/Copy of Bank Passbook
Finance/Hostel/Library/CIRM Clearance Form
Original KU ID card
KU Railway Pass
Consent Form if the Candidate has no Bank Account

Yours faithfully,

Date: Full Signature of the Student

Application Forwaded by the Secretary Faculty Council (UG/PG)

Date Signature with Stamp

Application Forwaded by the Head of the Department

Declarations:

Thanking You,

- 1. That the student has returned his ID Card in original
- 2. That the student has returned his Railway pass

Date Signature with Stamp

Application No.	

Candidature/admission Cancellation Form For Use By The Department

1.	Name of the Student (block letter)																			
2.	Father/Guar	dian Name:					·													
2A.	State			2B.	Adn	nissio	n Cate	gory	(GEN/	SC/S	/ST/OBC-A/OBC-B/TFW								
3.	3. Mobile No.								·											
4.	E-mail																			
5.	WBJEE/JELET Roll No.				6. Rank in WBJEE/JELET															
7.	Admitted Tl	rough:	Ce	Centralized Counseling/Decentralized Counseling																
8.	Admitted Pr	ogram in KU	l		9.	A	lmitte	d Cou	ırse i	n KU	J									
	(B.Tech/M.Tech)					CE/CSE/ECE/EIE/IT														
10.	Admitted in the Year				11.	Date of Admission														
	(Part I/Part 1	(II)																		
11.	Date of App	lication				I														

Application No.	

Consent Form

(To be filled-up and submitted by the parent/guardian of the candidate along with the Candidature/admission Cancellation Form if the candidate has no Bank Account)

1.	Name of the Student (block letter)										
2.	Full Name of Parent/Guardian (block										
	letter) As Per Bank Pass book										
3.	Relationship with the Candidate										
4.	Mobile No of the Parent/Guardian										
5.	E-mail Id No of the Parent/Guardian										
6.	WBJEE/JELET Roll No.										
7.	Bank Name (where your money will be transferred)										
8.	Account Holder Name (Block Letter)										
9.	Bank Name (where your money will be transferred)				·			•	·		
10.	Branch Name										
11.	Bank Address										
12.	Bank Account No.*										
13.	Bank IFS Code										

I hereby undertake that the above mentioned particulars are true to the best of my knowledge and I confirm that I have no objection if the refundable amount of the above mentioned candidate is credited to my above mentioned bank account.

Date:	Full Signature of the Parent/Guardian
	of the Candidate