



## **ADMISSION CANCELLATION NOTIFICATION 2026-27**

**Admission Helpline Nos. 09903553700 / 9147416600 / 09903560800 / 09903355719 (10 AM to 6 PM)**

**Whatsapp No. – 09903553700 / 09903355719 (10 am – 6 pm)**

1. Login to the College/Student Portal (User Code will be sent through SMS, Starting **2026XXXX**) & Apply with all requisite information. **Bank account should belong to STUDENT mandatorily and Bank details should match with supporting documents.**
2. Candidates will have to save the Admission Cancellation Form (PDF).
3. Candidates will have to take a print out of the form, sign and scan it.
4. Documents required for mail: (Scanned copy – Clearly visible)
  - a) Admission Cancellation Form with student signature.
  - b) First page of Bank Passbook / Cancelled Cheque. (**Student's A/c Only**)
  - c) Admission fees e-Challan (Including Lab Fees Challan - If applicable).
5. All Documents should be sent by mail **within 03 working days** from the date of application to complete the process of cancellation. **E-mail id - [admcancel@shrishikshayatancollege.in](mailto:admcancel@shrishikshayatancollege.in).**
6. **The Candidate will become inactive in College records once her application is approved (subject to verification).**
7. Refund will be calculated only after submission of all relevant documents clearly scanned and completion of verification / approval. Verification will be delayed leading to delay in refund process, if the documents are incomplete / erroneous.
8. Refund is calculated on the basis of guidelines issued by Higher Education Department, Govt. of West Bengal.

**Date: 05/06/2026**

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