

Admission cancellation application form

To,
The Principal
Vidyasagar College, 39, Sankar Ghosh Lane,
Kolkata – 700006, West Bengal

Subject: Application for Cancellation of Admission for the Academic Session 2025–26

Respected Sir/Madam,

I am writing to formally request the cancellation of my admission to **Vidyasagar College** for the **Academic Session 2025–26**. Kindly instruct the college office to process the cancellation of my admission and, if applicable, initiate the refund of the admissible fees as per the college and university guidelines. I have attached the original **Admission Certificate of Vidyasagar College** and other relevant documents for your reference.

Applicant Details

- **Applicant Code:** _____
- **Application Number:** _____
- **Course/Program:** _____

Name: _____

Category: _____

Gender: _____

Email ID: _____

Mobile Number: _____

Date of Admission: _____

Bank Details (Must be same as the attached cancelled cheque)

Account Holder's Name: _____

Bank Name: _____

Account Number: _____

IFSC Code: _____

Branch: _____

Thanking you

.....
(Signature of Applicant)

Date.....

.....
(Signature of Guardian)

Date.....