



Office of the Principal
Haldia Government College
P.O. Debhog, Dist: Purba Medinipur,
Pin – 721657

Undergraduate Admission: 2020-21

Notification regarding Refund of Admission Fees

Date: 01.10.2020

This is to notify that claim for refund of Admission fees has to be submitted through online mode using the [following link](#) within **10th of October, 2020**. The students are requested to read the following points carefully before raising their claim for refund:

- The following cases will be considered for refund:
 - Multiple payments received during e-Admission process for the same course/category due to some technical fault
 - Candidates changing their subject during e-Admission process
 - Candidates cancelling their e-Admission for taking admission to another institute
- A student willing to cancel his/ her admission have to log in to their account in admission web-portal of the college (ugportal.hgcadmission.org). After online cancellation a certificate will be generated. This online cancellation certificate must be submitted online during online application for refund.
- Candidate has to submit the scanned copy of following documents during the online application for refund:
 - ✓ Scanned copy of bank passbook 1st page/cheque book as a proof of bank account number (jpeg/pdf format)
 - ✓ Admission Cancellation certificate (if applicable) (jpeg/pdf format)
 - ✓ Scanned signature of the candidate (jpeg/pdf format)
- For the refund of admission fee, the candidate has to fill an online form within **10.10.2020**.
- All the refund amount will be transferred to the Account number given by the candidate during online application of refund.
- All the refund will be made following the existing Government norms.
- **Link for online application for refund of admission fees: [Click here](#)**

Sd/-
Officer-in-Charge
Haldia Government College