



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

Undergraduate Admission: 2021-22

Notification regarding Refund of Admission Fees

Date: 18.09.2021

This is to notify that claim for refund of Admission fees has to be submitted through online mode using the [following link](#) within **27th of September, 2021**. 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 **27.09.2021**.
- 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