

To

The Principal ,  
Government College Sector-9  
Gurugram

Sub.: Request for Cancelation of admission in Course .....

Kindly cancel my admission and refund my fees

1. Reason of Cancelation .....
2. Registration number .....
3. Candidate Name .....
4. Father's Name .....
5. Mobile No. .... Alternate No. ....
6. Date of Payment of Fees .....
7. Date of Request of Cancelation .....
8. Bank Account Number of Student Only .....
9. Bank Name .....
10. IFSC Code .....

Document's to be enclosed :

1. Fee Receipt
2. Clear Photocopy Passbook of Bank
3. Cancel Cheque

Parent's Signature

Candidate's Signature

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For Office Use Only

Receipt

Received Application for cancelation of Admission Form .....

Registration No. .... In Date .....

Clerk's Signature