

## APPLICATION FORM FOR CANCELLATION OF ADMISSION

From,

Student full Name : \_\_\_\_\_

Address:- \_\_\_\_\_

\_\_\_\_\_

Tel. No. : \_\_\_\_\_

Date :- \_\_\_\_\_

To,  
The Principal  
Gurukul College of Commerce  
Tilak Road, Ghatkopar (E),  
Mumbai – 400 077.

Respected Sir / Madam,

**Sub :- Cancellation of admission in \_\_\_\_\_ class**

This is to request you to kindly cancel my admission in your college in the above class. My details are given below:-

Name :- \_\_\_\_\_

Class:- \_\_\_\_\_ Div.:- \_\_\_\_\_ Roll No.:- \_\_\_\_\_

Fee Receipt No. \_\_\_\_\_ dated \_\_\_\_\_

Reason of cancellation \_\_\_\_\_

Yours faithfully,

Signature of Guardian

Signature of Student

- **Cheque will be issued in favour of student's name only.**

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**Library Department** :- the student has returned the Identity Card and Library Card and has no dues.

Date :- \_\_\_\_\_

Signature of the Librarian

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Cancel the admission, return the original certificates and refund the fees as per rules.

Authorised Signatory

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Admission Cancelled : 1. Original certificate issued

Received Original Marksheet

2. Fees Refunded Rs. \_\_\_\_\_

Signature of Clerk

Student's Signature with date