



Shree Vidyadham Education Society, Pune

Chanakya Junior College

Pirangut, Pune-412115 ,Tal: Mulshi, Dist: Pune

ADMISSION CANCELLATION PROCEDURE

To ensure a smooth admission cancellation process, please follow the steps outlined below:

1. Download Required Forms

- Visit our website at www.chanakyapune.in to download:
 - Admission Cancellation Form

2. Form Completion

- Fill out all the details accurately in both forms.

3. Prepare the Required Documents

- The following documents must be prepared in soft copy format:
 - a) Completed Admission Cancellation Form
 - b) Completed Bank Details Undertaking Form
 - c) Front page of your bank passbook or a cancelled cheque
 - d) Fee receipt of the online payment

4. Submission of Documents

- Email the scanned copies of all the above documents to svespune@gmail.com.

5. Document Quality

- Ensure that all scanned copies are clearly readable to avoid delays in processing your request.

ADMISSION CANCELLATION FORM

Name of the Student: _____

Address: _____

Class:_____ Division:_____ Roll No. _____

Date of Admission:_____ Fee Receipt No._____ Amt Rs._____

Date of Application for Cancellation of Admission: _____

Online admission payment transaction id: _____and Payment Date :-

To,
Principal,
Chanakya Junior College
Pirangut,Pune-412115

Subject: - Application for cancellation of Admission
Sir / Madam,

I was admitted in Class _____ Div. _____during the Academic year 20 ____-20 ____.
I wish to cancel my admission for the following reasons.

1. I am taking the admission in_____ college .
(Specify the name of the college and address)
2. Any other reason – (Please specify, if any)_____ I
have obtained_____ % marks in the last 10/ 11/12 std. exam (strike out
whichever is not applicable).
3. I am willfully canceling this admission and I know that I will not have any claim on the seat once I
submit this application to you, irrespective of my taking of refund of fees.
I request you to refund the amount as per the rules of the Shree Vidyadham Education Society Pune`s
Chanakya Junior College as the case may be.

.

Yours Faithfully

Signature

Principal /Vice Principal/ Registrar

Signature of Student :

Name of the Student:

(Please attach following mentioned documents along with this cancellation form

- a) Completely filled Bank details undertaking form
- b) Front page of Bank passbook/cancelled cheque
- c) Fee receipt of Online payment)

Admission Cancellation and Refund Policy

If the student cancel his/her admission after taking admission to any course The following scheme will be adopted for refund of the fees.

Sr. No	Time of Cancellation from the date of admission of the course	Amount to be Deducted Total Course Fees Charged.
1	On the 1 st day	2%
2	Upto 6 Days	5%
3	Upto 14 Days	7%
4	Upto 20 Days	10%
5	Upto 30 Days	20%
6	Upto 45 Days	30%
7	Upto 60 days	50%
8	After 60 days	100%

Sd/- Signing
Authority
Chanakya Junior College

NOTE; Policy is Subject Shree Vidyadham Education Society Pune`s Chanakya Junior College ,Pirangut .

Pune Judiciary only .