

DRONACHARYA GOVT. COLLEGE GURUGRAM

ADMISSION CANCELLATION GUIDELINES 2025-26

The candidate has to visit the college physically and submit the following documents to **Mr. Desh Raj** in Admin Block

1. The 'Admission Cancellation Form' (attached here).
2. Your fee receipt issued by DHE, Haryana.
3. Bank account details of candidate with photocopy of bank passbook.

NOTE : The fee refund will be as per Gurugram University guidelines

ADMISSION CANCELLATION APPLICATION/FORM (2025-26)

To Date:-

The Principal
D. Govt. College
Gurugram

Subject:- Request for Cancellation of Admission in Course/Class.....

Respected Sir/Madam,

Kindly Cancel my Admission and Refund my Fees.

Reason of Cancellation.....

Registration No.

Candidate Name.....Address.....

Father's Name.....

Date of payment of Fees.....Fees Paid (Amount) Rs.

Date of Request of Cancellation.....

Bank Details of STUDENT ONLY

Name of BankBank Branch.....

Bank Account No.

IFSC Code (Latest).....

Mobile No. (1).....Mobile No.(2).....

Enclose Copy of Fees Receipt and Bank Passbook of Student Only.

Joint Bank account, Parents account etc. are not acceptable.

Only student Bank accounts are acceptable, if not found, Only students will be responsible for any delay.

Student Signature

For Office UseOnly

Receipt

Received Application for cancellation of Admission from Course/Class.....

Registration No.In Date and Time.....

Form/Receipt No. Clerk Signature