



Symbiosis Open Education Society Symbiosis Vocational Junior College

ADMISSION CANCELLATION FORM

To,

The Principal
Symbiosis Vocational Junior College
Model Colony, Pune - 411 016

Respected Madam,

I _____ the undersigned have taken admission in your college in
the Class _____ in this academic year _____

I hereby request you to cancel my admission in this college. Reason for cancellation:

I have taken my parent's / Guardian's consent to cancel my admission in this college and I request you to refund the fees as per rules.

Date: _____

Signature of Student / Parents

Instructions

1. Student can cancel his / her admission by making a written application to the Principal, Symbiosis Vocational Junior College.
2. On approval of cancellation of admission by Principal, the original 'Leaving Certificate' will be issued on a next working day from the date of receipt of application for cancellation of admission. Process for refund of fees paid requires minimum 10 to 20 days. Readiness of cheque for collection will be intimated to applicant telephonically. Cheque will be collected personally by applicant from SVJC.

For SVJC Use Only

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|----|------------------------------------|-------------------------|
| 1. | Request for admission cancellation | Approved / Not Approved |
| 2. | Request for refund of fees | Approved / Not Approved |

Date : _____

Principal
Symbiosis Vocational Junior College

DIRECTOR'S APPROVAL

Request for refund of fees due to cancellation of admission from SVJC
received on _____ by Finance Department.

Date : _____

Finance Department