



MAHARASHTRA EDUCATION SOCIETY'S
GARWARE COLLEGE OF COMMERCE (AUTONOMOUS)
Empowering generations since 1967...

NAAC Re-Accredited 'A' Grade (CGPA 3.45)

Best College Award by Savitribai Phule Pune University

Dr. Kishor S. Desarda
Principal

Karve Road, Deccan Gymkhana, Pune - 411004, (India) Phone : Office 020-41038300
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[Univ. I.D. No.: PU/PN/C/018/(1967)] • AISHE Code : C - 41864 • U-DISE Code : 27251401523 • Jr. College Code : 11.11.002

Ref. No. :

ADMISSION CANCELLATION PROCEDURE 2024-25. Date :

- 1) If a student wish to cancel admission, he/she is required to fill up the two forms mentioned below-
 - a) Admission Cancellation Form
 - b) Bank details undertaking from
- 2) The forms are available on the following path '<https://gcc.mespune.in/downloads/Forms & Formats>'
- 3) The student should take a print out of the same.
- 4) The hard copy of following documents must be personally submitted to the College Office.
 - a) Completely filled Admission cancellation form,
 - b) Completely filled Bank details undertaking form,
 - c) Front page of Bank passbook/cancelled cheque,
 - d) Fee receipt of online payment.
- 5) All the copies must be clearly readable.
- 6) Student will get refund of fees in their bank account within 15 days as per the rules of UGC/Government of Maharashtra/ Savitribai Phule Pune University.

Please note that-

- 1) If student has got College Identity Card & Library Card, then he/she is expected to submit it to the College Library.
- 2) Student will get his/her Original Document immediately after submitting all admission cancellation documents.

(Dr. Kishor Desarda)
Principal.

Principal
MESGarware College of Commerce
(Autonomous)

ADMISSION CANCELLATION FORM

Name of the Student: _____

Address: _____

Class: _____ Division: _____ Roll No. _____

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

Date of Application for Cancellation of Admission: _____

Online admission payment transaction id: _____ & Payment Date: _____

To,
The Principal,
MES Garware College of Commerce,
Karve Road, Pune – 4.

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 reason/s.

1. Reason for cancellation - _____
2. I am taking the admission in _____
College. (Specify the name of the college)

I have obtained _____% marks in the last Board / University exam (strike out whichever is not applicable). 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 HSC Board / SPPU as the case may be.

Yours Faithfully,

Signature of Student:

Name of the Student:

Signature of
Principal / Vice Principal / Registrar+

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

BANK DETAILS UNDERTAKING FORM

To,
The Principal,
MES Garware College of Commerce,
Karve Road, Pune – 411004.

Date : _____

Subject :- Undertaking for Refund of Fees.

Sir/Madam,

Name of the Student – _____

Address - _____

Class - _____ Div - _____ Roll No. - _____

Date of Admission - _____ Fee Receipt No. _____

Total Amt. of Fees Paid - _____ Ph. No. - _____

e-mail id _____

Online admission payment transaction id: _____

Payment Date : _____

I declare that the refund of fees to be credited to the following Bank Account details given by me.

It will be my sole responsibility to furnish correct bank details to the college.

Bank Details

1. Name of the Beneficiary : _____

2. Phone/Mob No. of the Beneficiary : _____

3. Relationship with the Student : _____

4. Bank Name : _____

5. Branch Name : _____

6. Bank Account Number : _____

7. IFSC Code : _____

Yours Faithfully

(Name : _____)