



VIDYASAGAR UNIVERSITY
Midnapore – 721 102
West Bengal

Phone: (03222) 276554/555/557/558
Fax No.: (03222) 275329

Refund Policy

- Service to be provided against application fee : Application fee is being charged for registering a candidate for taking admission to a particular course/category subject to fulfilling the eligibility and other terms and conditions.
- Application fee is non refundable and non transferable.
- Only multiple payments received for the same course/category due to some technical fault, will be considered for refund.
- Candidate has to submit the requisite documents as a proof of multiple payments for the same course/category.
- For the refund of application fee, candidate has to fill the prescribed form, available on the website within 45 days from the date of last payment for the same course. No request will be entertained after that. While requesting for refund, clearly indicate which payment is ok and for which refund is sought.
- This is the sole responsibility of the applicant to check his/her eligibility before applying.



FORM FOR REFUND OF APPLICATION FEE

(Please read the refund policy carefully)

1. Name of the Candidate
2. Father's/Guardians Name:
3. Application Fees submitted for (Pl. tick) :
PG Admission / B.Ed. Admission / Migration/
Registration/ Application fees for applying to a post
at the University/ other (please mention):
4. Registration No./ Form No.:

Details of the Multiple Payment

Sl. No.	Mode of Payment (Debit/Credit card/ Netbanking/Bank Challan)	Transaction no.	Amount Paid	Date and Time of Payment	Name of the Card holder (if paid through card)

(all more rows if required to cover all multiple payment)

5. Mention clearly the Sl.No.(s) of above table for which refund is required:

Date:

Signature of the Card holder

Signature of the Applicant

Note:

- Please attach self attested Photostat copies of Payment receipt / Bank challan, proof of multiple payment deducted such as photocopy of the passbook of the bank account from which money has been deducted.
- Duly filled and signed form along with necessary documents should be sent/submitted to the Finance Officer / Accounts Officer, Vidyasagar University, Midnapore - 721102