To,

The Director,

G H Raisoni College of Engineering and Management,

Nagpur.

Subject: - Application for Admission Cancellation.

Respected Sir,

With due respect, I want to say that I had applied for admission in the session of_____in the Course_____Branch_____, you are offering. It is to humbly request you to kindly cancel my admission to your prestigious institute due to the following reason,

_____

My name is _____

Enrollment no._____

Last Exam appeared Details:-_____

Mobile Number:-_____

Therefore, I request you to cancel my admission. I shall be very thankful to you.

Thanking you in advance.

Yours Faithfully,

Date:-_____/_____/_____

Place:-Nagpur

_____

(Student Signature)

For HOD/Dean Approval

Remark _____

HOD/Dean
Signature & Stamp

NOTE-SHEET

Name of Students:-_____

Admitted in academic session:- 20____-20_____

Admission Type:- CAP Round/Management Quota

Category:_____Course:_____Branch: _____

Result Status:

Sr. No.	Semester	Summer/Winter	Subject

Scholarship Status: _____

Reason for cancellation: _____

Remark of **HOD/Dean**:

_____

_____

_____

HOD/Dean
Signature & Stamp

Signature
Remark of Director

GH raisoni COLLEGE
Engineering and Management
Nagpur

ADMISSION CANCELLATION CLEARANCE FORM

DATE:

(Admission Cancellation & Original Documents)

Name of Student: _____		CYID: _____
Enrollment Number: -_____	Year of First Admission_____	Pass out Yr or Admission Cancellation Yr _____
Mobile No:	ABC ID:	
Degree:	Name of Branch:	
Last Sem. Exam Appeared:-	Result Status:-	

Department MIS Co-Coordinator Remark:-	
Name of Staff:-	**Signature:-**
Note:- Any Issue Related to Cyber Vidya May Contact With MIS In-Charge	

Note: -

1) Attached all semester grade cards/admit card in case of result not declared.
2) Leaving of admission cancellations will be issued when the final approval is received from the **Head office**.

Sign of HOD/Dean **Sign of Student**

Sr. No	Particulars			Amount	Remark		Signature & Stamp
1.	Department Clearance			(Fine if Any)	(Register on Alumni Portal Yes/No)		
2.	Library Section			(Fine if Any)			
3.	Scholarship Section	Year	Total Applicable Scholarship Amount	Scholarship Approval Status (approved/Pending)	Scholarship Amount Received by College	Remark	Sigh With Stamp
		1st					
		2nd					
		3rd					
		4th					
4.	Account Section	Year	Total Applicable fee	Total Fee Paid	Scholarship Amount Received	Fee Balance	Sigh With Stamp
		1st					
		2nd					
		3rd					
		4th					
5.	Student Section	Scholarship Pending (YES/NO)		Full Fee Paid (YES/NO)	Any other Remark		Sigh With Stamp

Note: After taking signature of all concerned dept., student should submit this form to Students Section for receiving original documents/leaving certificate

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For Office Use Only

Original Documents/Leaving Certificate to be issued: **Yes / NO**

Clerk Student Section **Registrar** **Director** **Campus Director**

Student Remark: **I have received all my originals documents/ leaving certificate and No Any document is pending with the university.**

Name of Student:
Signature: -