

NOTICE

05.01.2021

In compliance to the order (Memo No.: 43-SS(CS/A)/2020, dated 13.08.2020) issued by the Department of Higher Education, Government of West Bengal, Lady Brabourne College had waived all charges payable by candidates during online application for admission to Undergraduate (B.A./B.Sc.) Courses for the session-2020-21. However, applicants who had applied for admission prior to 13.08.2020 and had paid requisite charges may claim for refund of the paid Application Fees (i.e., Rs 125/- for each application form) on production of valid documents. The procedure of claiming refund is as follows:

1. The claimants should **mail their applications for refund** of application fees to the mail address :
ladybrabourne1939.ofc@gmail.com
2. Applications should be sent **from 06.01.2021 to 14.01.2021** and not beyond that.
3. The subject line of the mail should be: **Refund of application fees**
4. The following details should be mentioned in the body of the mail:
Name of the applicant
Application Form Number
Number of application forms submitted by the candidate
5. The applicants must attach to their mails a soft copy of the payment receipt generated during application as proof of payment.

6. Applicants will have to collect the refund amount in person (or through authorised persons) from the office of Lady Brabourne College, Kolkata according to the following time schedule:

19.01.2021	}	12 noon – 3 pm on all 4 days
20.01.2021		
21.01.2021		
22.01.2021		

7. **Claimants must wear masks and take other COVID related safety measures and maintain social distancing while collecting refund from the college office.** Candidates are also requested to bring Rs. 25/- in change for transactional convenience.

8. Claimants are also requested to follow the college website for further notices, if any.