



Explore • Experience • Excel

**S.P.MANDALI'S
RAMNARAIN RUIA AUTONOMOUS COLLEGE,
MATUNGA, MUMBAI-400019**

Admission Cancellation

The students who have been admitted to Ramnarain Ruia Autonomous College and wish to cancel their admission, will have to fill the cancellation form attached below. After the form is filled, student will write an email to cancellations@ruiacollege.edu

A student will specify name the year and the subjects for which the admission is to be cancelled. The email should have the cancellation form, fee receipt and a blank cancelled check as an attachment.

Refund of Fees

Fee deduction on cancellation of admission will be according to the rules of University of Mumbai as given below:

Sr. No.	Period	Deduction Charges
1.	Prior to commencement of academic term and instruction of course	Rs. 500/- lump sum
2.	Upto 20 days after the commencement of academic term of the course	20% of the total amount of fees.
3.	From 21 st day upto 50 days after commencement of the academic term of the course	30% of the total amount of fees
4.	From 51 st day upto 80 days after commencement of the academic term of the course or last date of closure of enrollment announced by University of Mumbai whichever is earlier.	50% of the total amount of fees
5.	Upto one month from the last date of closure of enrollment announced by University of Mumbai.	60% of the total amount of fees
6.	After one month from the last date of closure of enrollment announced by University of Mumbai.	100% of the total amount of fees

Dr. Anushree Lokur
I/C Principal



RUIA COLLEGE
Explore • Experience • Excel

RAMNARAIN RUIA AUTONOMOUS COLLEGE, MATUNGA MUMBAI – 400 019.

APPLICATION FOR CANCELLATION OF ADMISSION

(Please attach an Original copy of Fee Receipt and Return Original Identity Card)

Date of Application :- _____

Full Name :- _____

Res. Address :- _____

Contact No :- _____ Email ID :- _____

To,
The Principal,
Ramnarain Ruia Autonomous College,
Matunga Mumbai – 400 019.

Respected Sir,

I Secured Admission in your college for Class _____ on _____. I would like to cancel my admission because I got admission in _____ College for _____ Course on _____.

I request you to return my Leaving Certificate/Marksheet which I have submitted while taking admission to the above class in your College.

My Particulars are as Follows :

1. Total Fees Paid :- Rs. _____
2. Class :- _____ Admission No :- _____ Roll No :- _____
3. Receipt No :- _____ Dated :- _____ Id No :- _____
4. Subject Offered :- 1) _____ 2) _____ 3) _____

Total Marks Obtained :- _____ Out of :- _____

Percentage :- _____

Thanking you,
Yours faithfully,

Authority Signature.

Signature of the Applicant.

Bank Details for RTGS / NEFT (For Refund) :

Bank Account Holder Name :- _____

Account No :- _____

Bank Name :- _____

IFSC Code :- _____

MICR Code :- _____

Bank Address :- _____

*** Kindly Attach a Blank Cancelled Cheque with this Form.



RAMNARAIN RUIA AUTONOMOUS COLLEGE, MATUNGA MUMBAI - 400 019.

APPLICATION FOR CANCELLATION OF ADMISSION

FOR OFFICE USE ONLY

I. Date of Application Received :- _____

II. Transfer by RTGS / NEFT Date :- _____

III. Entered in CASRF Register Date :- _____

IV. Enrolment Fees sent to Mumbai Univ. or Not :- _____

V. Total Fees Received Rs :- _____

Deductions :- _____

Net Payable :- _____