

Bilasipara
Date: _____

To

The Principal,
Bilasipara College, Bilasipara.

Sub: Prayer for Refund of Admission Fee.

Respected Sir,

I have the honour to state that I am a student of FYUGP (B.A./B.Sc.) 3rd/5th Semester class during the session 2025-26. My Class Roll No. is _____. Sir, I belong to a poor family. My family annual income is less than Rs. 4 (four) lacs. I was admitted to FYUGP (B.A./B.Sc.) 3rd/5th Semester class earlier and I paid the Admission Fee, to the tune of Rs. 4,530/- as I had arrear in the previous Semester examination(s).

Sir, now as per the Notice issued from your office on 19/07/2025 regarding “Refund under Fee Waiver Scheme”, may I request you to kindly refund me the aforesaid Admission Fee I paid to the College during my admission (Session 2025-26) if I am found to be an eligible candidate for availing the said scheme.

With kind regards,

Yours faithfully,

Name: _____

Semester: _____ Stream: _____

Class Roll No.: _____

Mobile No.: _____

Ration Card/Income Certificate No.: _____

Date of Issue: _____

Enclosure:-

1. Copies of all Admission Receipts.
2. Copy of Ration Card/Annual Income Certificate of the parent.
3. Declaration stating neither of my parents is an employee of State/Central Govt. Departments or its undertakings.