



Date : 28<sup>th</sup> July, 2023

**NOTICE**  
**ADMISSION CANCELLATION FOR FIRST-YEAR UG**  
**PROGRAMS**

**For Students From Outside Mumbai**

For cancellation of admission or any query regarding the process of cancellation of admissions, the students are required to write to the following email ids:

Faculty	Email id
Arts	cancellationarts@mithibai.ac.in
Commerce	cancellationcommerce@mithibai.ac.in
Science	cancellationscience@mithibai.ac.in

Queries regarding cancellation **will NOT BE** answered on any other email-ids.

The process of online cancellation of admission is as follows:

- 1) Applicant may send an email on the email-ids mentioned above.
- 2) Applicant must fill out the admission cancellation form.
- 3) The list of mandatory documents to be submitted for the process of cancellation is as follows:
  - i. Cancellation Form
  - ii. Fee receipt
  - iii. Cancelled Cheque with the name of the account holder.
- 4) The College office will process admission cancellation.
- 5) Refund will be sent per the rules and regulations of the Mithibai College adopted from the rules of the University of Mumbai within three weeks of submission of the admission cancellation form.

**For Students from Mumbai**

The process of **offline cancellation** of admission is as follows:

- 1) Applicant must fill out the admission cancellation Form available on Mithibai College counters no: 3 & 4.
- 2) Applicant must fill out the admission cancellation form.
- 3) The list of mandatory documents to be submitted for the process of cancellation is as follows:

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- i. Cancellation Form
  - ii. Fee receipt
  - iii. Cancelled Cheque with the name of the account holder.
- 4) The College office will process admission cancellation.
- 5) Refund will be sent per the rules and regulations of the Mithibai College adopted from the rules of the University of Mumbai within three weeks of submission of the admission cancellation form.

**Note:-**

1. The fee charged towards the university share is not refundable if the college makes payment before the date of cancellation.
2. Fee collected towards identity card and library card, admission Processing fee and any other course-specific fee (Extracurricular Activity Fee) is non-refundable after the commencement of the academic term.
3. All refundable deposits (Library, Laboratory & Caution Money Deposit) shall be fully returned at the time of cancellation as per the above table.



*m. Waidye*  
**Prof. Krutika Desai**  
(Principal)

