



**NAAC Reaccredited 'A' Grade, CGPA:3.57 (February 2016 to December 2023)**  
Granted under RUSA for Enhancing Quality & Excellence in select Autonomous Colleges  
Granted under FIST-DST & Star College Scheme of DBT, Government of India  
Best College (2016-17), University of Mumbai

5<sup>th</sup> August, 2021

**NOTICE**  
**ADMISSION CANCELLATION FOR UG PROGRAMS**

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.  
Process of cancellation of admission is **online only** as follows:

- 1) Applicant may send email on the above-mentioned email-ids
- 2) List of mandatory documents including Cancellation Form to be submitted for the process of cancellation will be sent vide email to the applicant.
- 3) Applicant should submit the necessary documents listed along with duly completed Cancellation Form.
- 4) Admission cancellation will be processed by the College office.
- 5) Refund will be sent as per the rules and regulations of the Mithibai College adopted from the rules of the University of Mumbai.
- 6) The following charges will be deducted from fees paid only if the application is received to that effect within 15 days from the date of commencement of lectures:

Description /Period	Deduction Charges
Prior to commencement of academic term and instruction of the course.	Rs. 500/- Lumpsum
Upto 20 days after the commencement of academic term of the course.	20% of the total amount of fees.
From 21st day upto 50 days after commencement of the academic term of the course.	30% of the total amount of fees.
From 51st day upto 80 days after the commencement of academic term of the course or August 31st whichever is earlier.	50% of the total amount of fees.
From 81 days to 110 days after the commencement of academic term of the course	60% of the total amount of fees.
Beyond 110 days after the commencement of academic term of the course.	100% of the total amount of fees.

*K. Desai*  
Dr. Krutika Desai  
I/C Principal

