



**Ref. No.:** 2/2 /BBB/25/Refund Notice/1

**Date:** 06/01/2025

**Notice for refund of admission fees of the Cancelled Candidates  
for Session 2024-25**

It is hereby notified to all the concerned candidates of the session 2024-25 who have submitted their cancellation over email or at the University office are requested to submit the following documents at the office of the Registrar on and from **06/01/2025 to 20/01/2025 between 11:00 am to 3pm.**

Concerned candidates are requested to carry the following documents:

1. Cancelled Form/Filled up Online Application Form
2. Bank Details  
(Bank Name, Branch Name, Account Number, Account Holder's Name, IFSC)
3. Admission Fees Payment Receipt
4. Copy of the Previously submitted cancellation Request via email.

Refunds will not be processed if the required documents are not submitted within the stipulated period.

By Order

Registrar

Biswa Bangla Biswabidyalay

Copy to:

1. Office of the Hon'ble Vice Chancellor
2. Office of the Controller of Examinations
3. Office of the Finance Offer
4. All the Co-ordinators of the PG Department
5. System & Support for website