

Circular

Subject: Application Performa for Refund of Fees/Hostel & Mess security/Academic Security

It is notified that all the students in future should submit application for refund of fees/Hostel & Mess Security/Academic Security in the enclosed performa please. The application should be duly recommended by the University officials. Handwritten applications will not be accepted, please.

Finance Officer

Application for Refund of Fees/Hostel & Mess Security/Academic Security

1. Name of the Student : -----
2. Father's Name : -----
3. Category General/SC/ST : -----
4. Roll No/Registration No. : -----
5. School/Center : -----
6. Session/Batch : -----
7. Name of the Course : -----
8. Fees/Security Deposited (with proof if any)
 - A. Amount : -----
 - B. Receipt No. : -----
9. Amount to be Refunded : -----
10. Reasons for Refund : -----
11. Email-ID/Mobile No. : -----
12. Bank Details
 - a. Name of the Bank : -----
 - b. Address of the Bank : -----
 - c. Account No. : -----
 - d. IFS Code : -----

I certify that details given above are correct to the best of my Knowledge.

Signature of the Student

Recommendation of the Supervisor

Recommendation of the COC

Recommendation of the Dean

