

# REFUND FORM

Date: \_\_\_\_\_

<ul style="list-style-type: none"><li>• <b>Excess Fees</b></li><li>• <b>Excess Deposit</b></li><li>• <b>Hostel Deposit</b></li></ul> (Please indicate as applicable)	
<ul style="list-style-type: none"><li>• <b>G.R.NO. / Student No.</b></li></ul>	
<ul style="list-style-type: none"><li>• <b>Student's Name</b></li></ul>	
<ul style="list-style-type: none"><li>• <b>Student's Address</b></li></ul>	
<ul style="list-style-type: none"><li>• <b>Student's contact number</b></li></ul>	
<ul style="list-style-type: none"><li>• <b>School Name and Course</b></li></ul>	
<ul style="list-style-type: none"><li>• <b>Email ID of the student</b></li></ul>	

Particulars of my bank for RTGS of the refundable amount are

<b>Account holders Name:</b> (Only student or parent's A/c information should be given.)	
<b>Account No.:</b>	
<b>Bank Name:</b>	
<b>Bank Branch:</b>	
<b>IFSC:</b>	
<b>MICR:</b>	

- Copy of Cancelled Cheque attached of the above mentioned Bank account no.  
**(Without Copy of cancelled cheque refund will not be processed.)**

**(Signature of Student)**

## **Attachments Required**

- Excess Fees/Excess Deposit Refund
  - Excess Fees/Excess Deposit - Original Receipt along with photocopy of Fees Receipt/Deposit Receipt.
- Hostel Deposit Refund
  - Original Hostel Deposit Receipt signed by Hostel-in-charge.
- Laboratory Deposit Refund
  - Original Laboratory Deposit Receipt signed by Laboratory In-Charge/Dean.