

# Scottish Church College

Kolkata – 700 006.

05<sup>th</sup> September, 2023

No : P/2023/09/185

## NOTICE

### B.A./B.SC./B.COM./BBA

**APPLICATION OF REFUND FOR THOSE STUDENTS WHO WERE ADMITTED TO THE COLLEGE AND HAVE NOT RECEIVED THE LIBRARY CAUTION & SECURITY DEPOSIT MONEY EARLIER FOR THE SESSIONS : 2016-17, 2017-18 & 2018-19 AND ANY PREVIOUS YEARS**

**Application for Refund of Library Caution Fee and Security Deposit Money for those students who have not received the above mentioned amount earlier (Admitted in the College 2016-17, 2017-18, 2018-19 or any previous Sessions and completed their Graduation in 2018-19, 2019-20, 2020-21 and previous Sessions) can be received from Counter No. 5 of the College Office from 06<sup>th</sup> September, 2023 to 05<sup>th</sup> October, 2023 (Working Days) between 11.00 a.m. and 1.00 p.m. The Refund Proforma is available with this Notice.**

**After 05<sup>th</sup> October 2023, Applications will not be entertained and refund will not be granted.**

*Madhumanjari Mandal*

**Dr. Madhumanjari Mandal**  
**Principal**

Principal  
Scottish Church College  
Kolkata

5/9/23

**REFUND PROFORMA**  
**Scottish Church College**

Kolkata-700006

**APPLICATION OF REFUND FOR THOSE STUDENTS WHO HAVE NOT RECEIVED THE LIBRARY CAUTION & SECURITY DEPOSIT MONEY EARLIER (B.A./B.SC./B.COM/BBA/) IN THE YEAR 2019, 2020, 2021**

**APPLICATION SHOULD BE FILLED UP IN BLOCK LETTERS**

To  
The Principal  
Scottish Church College  
Kolkata

Date:

Kindly consider my application for refund as per the details mentioned below:

10. NAME OF THE STUDENT :  
11. FATHER'S NAME :  
12. COLLEGE ROLL NO. :  
13. YEAR OF GRADUATION :  
14. HONOURS SUBJECT :  
15. MOBILE NUMBER :  
16. EMAIL :  
17. REFUND OF LIBRARY CAUTION MONEY : Rs.....  
18. REFUND OF SECURITY DEPOSIT MONEY : Rs.....

Yours faithfully,

Signature of the Candidate

➤ **THE FOLLOWING DOCUMENTS ARE TO BE ATTACHED WITH THE REFUND APPLICATION (PHOTOCOPY OF 1<sup>ST</sup> YEAR 1<sup>ST</sup> ADMISSION PAYMENT SLIPS, PHOTOCOPY OF PART-III/SEMESTER-VI MARK SHEET)**

➤ **NOTE : REFUND WILL BE MADE BY ACCOUNT PAYEE CHEQUE IN THE NAME OF THE CANDIDATE.**