

**REFUND PROFORMA**

**SCOTTISH CHURCH COLLEGE**

**KOLKATA-700006**

**APPLICATION AND ACKNOWLEDGEMENT OF REFUND**

To  
The Principal  
Scottish Church College  
Kolkata

DATE: \_\_\_\_\_

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

1. NAME OF THE STUDENT :
2. FATHER'S NAME :
3. ROLL NO. :
4. YEAR(1<sup>ST</sup>/2<sup>ND</sup>/3<sup>RD</sup>/GRADUATION) :
5. HONOURS SUBJECT :
6. ADDRESS :
7. CONTACT NUMBER :
8. EMAIL :
9. NATURE OF REFUND & DOCUMENTS :  
(Please tick "a" or "b" or "c" or "d" properly & mention the Amount)
  - (a) Refund of 2<sup>nd</sup>/3<sup>rd</sup> Year 1<sup>st</sup> Instalment: Rs.....  
(Photocopy of Part-I/Part-II Mark sheet respectively and 1<sup>st</sup> Instalment Pay Slip,  
Casual Admission Slip /Transfer Certificate)
  - (b) Casual Admission Fee : Rs.....  
(Photocopy of Review Mark Sheet and Casual Admission slip)
  - (c) Library Caution Money : Rs.....  
Photocopy of 1<sup>st</sup> year 1<sup>st</sup> Instalment Pay Slip and Part-III Pass out Mark  
Sheet/Sixth Semester Mark Sheet)
  - (d) Security Deposit : Rs.....  
(Photocopy of 1<sup>st</sup> year 1<sup>st</sup> and 2<sup>nd</sup> Instalment Pay Slip, Photocopy of Security  
Deposit Certificate and Part-III Mark sheet/Sixth Semester Mark Sheet)
10. Bank Account No. :  
With IFSC Code

Yours faithfully,

\_\_\_\_\_  
Signature of the Candidate

**ACKNOWLEDGEMENT RECEIVED**

NAME.....C/o.....

NATURE OF REFUND.....

Rs .....DATE.....

Note: Refund will be made by account payee cheque in the name of the Candidate

CHECKED AND RECEIVED BY