

Scottish Church College
Kolkata 700006

Application for Refund of Security Deposit

To
The Principal
Scottish Church College
Kolkata

For Office Use

Approved for Refund of Rs.10000
only or Rs._____.

Principal

Madam,

I request you to kindly refund me the amount of Security Deposit taken during admission as per the following particulars:

1. Name (in BLOCK Letters): _____
2. Date of Birth: _____ 3. Department: _____
4. Roll No. : _____ 5. Session: _____
6. Course: M.Sc. Botany/ M.Sc. Chemistry (Strike off whichever not applicable)
7. Final Result: Grand Total : _____ C.G.P.A : _____
8. Security Deposit Details:
 - a) Amount : Rs. _____ b) Attachments : SEM-I Pay Slip & Marksheet (Photocopies)
9. a) Bank : _____
b) Account No.: _____ c) IFSC : _____

Signature & Date of Candidate

[For College Use]

10. Note from H.O.D.:

Full refund is recommended/ Refund of Rs. _____ recommended.

Remarks:

Signature of H.O.D. with date & seal

11. Verified by PG Office: _____

12. Recommended for refund of Rs. 10000/- only or Rs. _____.

F.O.

Bursar

Acknowledgement

Received Rs. as refund of Security for PG courses Session 20...../20.....
Deposit vide cheque number dated on
Axis Bank, Shyambazar Branch.

Revenue

Stamp

Date:

Signature Of Candidate