

CLASS: .....

BRANCH : .....

DATE : .....

To,  
The Director,  
SVNIT, Surat.

Respected Sir,

I am submitting the following details in connection with the refund of fees.

1. Name ..... Class ..... Roll No. ....

Date of Joining ..... Institute ..... Hostel .....

Date of Leaving ..... .....

2. Following fees deposited by me may please be refunded to me as admissible according to rules for the reason mentioned against the same, as I have left the Institute on

Description: (1) Tuition Fees (2) Examination Fees (3) Misc. Fees (4) Caution Money Deposit  
(5) Hostel Rent (6) Hostel Deposit (7) Library Deposit (8) Any other

3. My address for refund of amount by cheque  
(write in Block Letters)

.....  
.....  
.....  
.....

SBI A/c. No. ....

4. Original Receipt enclosed.

No : .....

Date : .....

Amount: .....

Yours faithfully,

.....  
(Signature of Student)

.....  
**(For Academic Section)**

1. Caution money Deposit Rs. .... is refundable to him/her.

2. Library Deposit Rs. .... is refundable to him/her.

3. Examination Fees Rs. .... is refundable to him/her.

4. Security Deposit Rs. .... is refundable to him/her.

5. Refund the Amount Rs. .... towards .....

6. For not joining / continuing the institute he/she is eligible for refund of (mention rule/s).

Rs. ....

**I/C. DY. REGISTRAR (ACAD)**

**FOR HOSTEL WARDEN :**

1. The above student has to pay Rs. .... on account .....  
(Nature of Dues)
2. As he/she has left/not joined the Hostel Rs. .... being ..... of Hostel Fees be refunded to home because his/her hostel seat has been filled up by another student (give details of amount be refunded)
3. Hostel Deposit of Rs. .... is refundable to him / her.
4. No Hostel Fees are to be refunded as ..... (give reason)

**HOSTEL SUPERVISOR**

**CLERK**

**CHIEF HOSTEL WARDEN**

**FOR ACCOUNT SECTION :**

Sr. No.	Particulars	Code No.	Amount (Rs.)
01	Tuition Fees (PG)	1/203	
02	Library Deposit	5/27	
03	Security Deposit	5/50	
04	Institute Corpus Fund (PG)	5/149	
06	SVNIT Alumni Asso.	6/21	
06	Other Fees (PG)	1/187	
07	Any other		
		<b>TOTAL</b>	

1. Noted in original receipt No. .... Date: .....
2. Noted in deposit Register Page No. .... Sr. No. .... for the year .....
3. Approved and passed for payment for Rs. .... (Rupees .....) )

**DY. REGISTRAR (A/Cs.)**

**REGISTRAR**

**DIRECTOR**

**R E C E I P T**

Received payment Rs. .... (Rupees .....only)

Sign on  
Revenue  
Stamp

.....  
(Signature of Student)