

Admission No.

Branch :

Date :

To,
The Director,
SVNIT, Surat.

Respected Sir,

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

1. Name

	Institute	Hostel
Date of Joining
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. Bank Details:

4. Original Receipt enclosed.

Bank Name :

Receipt No :

Bank Account No.

Date :

Bank IFSC Code No.

Amount :

Mobile No.

Yours faithfully,

.....
(Signature of Student)

.....
(For Academic Section)

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

2. Refund the Amount Rs. towards

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

4. Remarks (if any) :

I/c. Dy. Registrar (Acad)

DEAN (ACADEMIC)

(For Hostel Section)

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 Fee		
02	Other Fee		
03	Admission Fee		
04	Degree Fee		
05	Alumni Fee		
06	Institute Corpus Fund		
07	Security Deposit		
08	Seat Rent		
09	Any other		
	TOTAL		

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

CLERK

Office Supdt.

Astt. Registrar (A/c.)

Dy. Registrar (A/c.)

REGISTRAR

DEAN (SW)

R E C E I P T

Received payment Rs. (Rupeesonly)

Sign on
Revenue
Stamp

.....
(Signature of Student)