



**SHRI VILE PARLE KELAVANI MANDAL'S
USHA PRAVIN GANDHI COLLEGE OF MANAGEMENT**



DEGREE COLLEGE

APPLICATION FOR REFUND OF CAUTION MONEY & LIBRARY DEPOSIT LABORATORY COLLEGE

To,
The Principal,
Usha Pravin Gandhi College of Management,
Vile Parle [West], Mumbai - 400 056.

Respected Sir/Madam,

I was a student of your college, studying in Div. ____ of _____ Class (Last attended) and my Roll No. was _____, Academic Year _____.

I hereby request you to refund the amount paid by me at the time of my admission in your college as-

(1) I have passed three year degree course in B.M.S./B.M.M./B.Sc.(I.T.) from your college in the academic year _____, examination held in March / October-_____

OR*

(2) I have cancelled my admission from your college on (date) _____.

(*Whichever is applicable)

Description of the amount to be refund

For the First Year Immediate cancellation

Sr. No.	Description	Amount (in Rs.)
1.	Caution Money	
2.	Library Deposit	
3.	Laboratory Deposit	
	<u>TOTAL</u>	

Description	Amount (in Rs.)
Total Fees Collected	
Less: Deduction as per Rules	
Balance(In Rs.) refunded	

Name in Full: _____

Class- _____ Div.- _____ Roll No.- _____ Year of Joining _____

Fee Receipt No. _____ Date of Admission - _____

Local Address: - _____

Telephone No. (Resi.) :- _____ Mobile No. _____

UNDERTAKING

- (1) I Will collect the amount of refund by cheque personally **OR**
You are requested to handover the cheque to the person against the authority letter.
- (2) I request you to send the cheque of the refund to me by courier to my abovementioned address.
You may deduct the charges of Rs.25/- for the same.
- (3) I have lost my original fee receipt and therefore request you to deduct Rs.25/- toward processing charges.
- (4) Cheque to be made in favour of _____
- (5) I hereby undertake that in future if any library dues are found on my name, I shall clear the same immediately, without fail as and when the college shall inform me.
- (6) Received H.S.C. Mark Sheet and Passing Certificate from the college-

Signature of the Student

FOR OFFICE USE ONLY

Amount of Deposit - Rs. _____

Less Recovery, if any - Rs. _____

Net Amount paid -Rs. _____ by Cheuqe No. _____ Date: _____

Drawn on Dena Bank, Juhu Branch, Vile Parle, Mumbai.

For Library Clearance

Librarian

Prepared by

Registrar

Principal