

TEZPUR UNIVERSITY
APPLICATION FOR REFUND OF CAUTION MONEY & REFUNDABLE FEES

To,
The Controller of Examinations
Tezpur University

Sir,
I have completed / relinquished my study at Tezpur University. Please arrange to refund me the caution money and other fees as stated below deposited at the time of admission to the university.

1. Caution Money Rs.
- 2.
- 3.

I shall receive the refund amount transferred to my SBI A/C No., (IFSC Code))

Date: _____ Signature of the student _____
Name in full : Programme :
Postal Address : Enrolment No :
..... Department :
..... Pin [][][][][][][][] Hostel :
(If any)

(Please attach original fee receipt, Identity card and copy of first page of passbook having name, account no. etc.) Year of Passing/relinquishment:

(Hostel clearance)
Mr. / Ms..... has no outstanding dues / liability.

Warden / Asstt Warden
.....Hostel

(Clearance from T&P Cell)
Mr. / Ms..... has no outstanding dues / liability.

Director/Incharge of T&P Cell
(Clearance from the Library)

Mr. / Ms..... has no outstanding dues / liability.

Librarian / Asstt. Librarian
(Clearance from the Department)

Mr. / Ms..... has no outstanding dues / liability.

Head, Deptt of.....
(Academic Section)

Forwarded to Finance Officer for release of Caution Money and other refundable fees stated above in favour of the applicant

Controller of Examinations / Asstt. Registrar (Acad)
Refunded Rs..... as recommended.

Finance Officer / Asstt. Finance Officer _____ Jr. Accountant / Cashier

Pre-receipt
Received Rs. from the university.

Signature on Revenue Stamp
