



PRESIDENCY UNIVERSITY
KOLKATA

Office of the Dean of Students
Presidency University
86/1 College Street, Kolkata- 73

Date: 04.12.2017

Students who have passed out from Presidency University (enrolled in 2014 or before) are requested to apply in the enclosed format for refund of Laboratory/Library deposits and submit the duly filled up application form to the office of the undersigned by 31st January 2018.

Please note, along with the filled in application form you have to submit the original Pay in slip (student copy) and a cancelled cheque or photocopy of the bank pass book (1st page).

Students who would not be able to collect the cheque personally, are requested to send their representatives with a proper authorization letter and a photo ID proof to collect the refundable amount on their behalf.


Dean of students.

Copy to :

1. The Registrar
2. The Finance Officer
3. The COE
4. Student Section
5. All HODs
6. The Dean, Faculty of Natural and Mathematical Sciences
7. The Dean, Faculty of Humanities and Social Sciences.
8. Boys' Hostel
9. Girls' Hostel
10. Guard File.



PRESIDENCY UNIVERSITY
KOLKATA

Presidency University
86/1, College Street, Kolkata- 700 073

Application Form for Refund of Laboratory / Library Deposit
(Strike out whichever is not applicable)

1. Name of the Applicant :
 2. Mailing Address :
 3. Mobile No. & E-mail Address :
 4. Course : BA / B.Sc. / M.A. / M.Sc. in _____
 5. Roll No. :
 6. Examination Passed :
 7. Year of Entry :
 8. Year of Passing the Examination /
Leaving the University :
 9. Amount of Refund Applied for :
- (To attach original Pay-in-Slip of the deposits)

Sl. No.	Particulars	Amount (Rs.)
1.	Library Deposit	
2.	Laboratory Deposit	
	Total	

Do you like to get the money through NEFT or Cheque?

If NEFT, then mention the following points:

Bank Name & Branch (with full Address) :

Account No. (with type of A/c) :

Account Name :

IFS Code :

MICR Code :

Signature of Student / Applicant

Signature with Rubber Stamp of HOD in confirmation of "No Dues" in Departmental Library and Laboratory:

Date:

Signature with Rubber Stamp of Librarian in confirmation of "No Dues" in Central Library:

Date: