

Application for the Refund of caution Money

To,

The Principal

Arya college of pharmacy

Kukas,jaipur

Sub: - Refund of Caution Money

Respected Sir,

I student of (course) of (branch) was regular student from To..... I have successfully completed my degree from this institute & therefore submitting the request for the refund of Caution Money deposited at the time of admission.

Original receipt of Caution Money is hereby attached for your ready reference. Kindly do the needful and oblige.

Thanking You,

Date:

Encl: 1.Original Receipt of Caution Money

Signature of Student

2. Photocopy of First to Final Year Mark sheet

Name.....

3. Photocopy of I-Card

Class.....

Branch

Verification and No-Dues From the Department (To be Done by Student)

This is Certify that Mr.\Ms.....of (Course)..... was regular student ofDepartment.

1. During this period he/she was not involved any type of damage of college properties hence there is no dues against him.
2. During this period he/she was involved in damage of college properties and hence no dues against him for the same is Rs.....

Head of the Department

For Accounts Office (Office Use only)

It is verified that Caution Money of Rs..... Was deposited by Mr./Ms.....of (Course).....vide receipt no.....Dated.....

Caution Money may be refunded/not refunded

Signature of Accounts officer

Registrar