

Scottish Church College
Kolkata

27th June, 2024

No : P/2024/06/165

NOTICE

Refund of Library Caution and Security Deposit Money

(B.A./B.SC./B.COM/BBA/) COMPLETED COURSE-2023

Application for Refund of Library Caution Fee and Security Deposit Money (for those students who were admitted in 2020-21 Sessions and completed their Graduation in 2022-23 Sessions) will be received by the College Office from 18th July, 2024 to 31th July, 2024 (Working Days) between 11.00 a.m. to 1.00 p.m. at Counter No-5. The Refund Proforma -2023 is available along with this Notice.

Kolkata

Madhumanjari Mandal
Dr. Madhumanjari Mandal
Principal 27/6/24

Principal
Scottish Church College
Kolkata

REFUND PROFORMA-2023

Scottish Church College

Kolkata - 700006

**APPLICATION OF REFUND FOR THOSE WHO HAVE COMPLETED COURSES
(B.A./B.SC./B.COM/BBA/) IN THE YEAR 2023**

APPLICATION SHOULD BE FILLED UP IN BLOCK LETTERS

To
The Principal
Scottish Church College
Kolkata

Date:

Kindly consider my application for refund as per the details mentioned below:

1. COLLEGE ROLL NO : _____
2. APPLICANT NAME : _____
3. NAME OF FATHER : _____
4. DISCIPLINE OF COURSE : _____
5. DATE OF ADMISSION (1ST SEM) : _____
6. YEAR OF GRADUATION : _____
7. MOBILE NUMBER : _____
8. EMAIL : _____
9. REFUND OF LIBRARY CAUTION MONEY : Rs.....
10. REFUND OF SECURITY DEPOSIT MONEY : Rs.....
11. NAME OF THE BENEFICIARY : _____
12. NAME OF BANK : _____
13. A/C NO : _____
14. IFSC CODE : _____
15. BRANCH NAME : _____

Yours faithfully,

Signature of the Candidate

➤ **THE FOLLOWING DOCUMENTS ARE TO BE ATTACHED WITH THE REFUND APPLICATION**

(PHOTOCOPY OF 1ST YEAR 1ST ADMISSION PAYMENT SLIPS, SEMESTER-VI MARK SHEET AND 1ST PAGE OF BANK PASSBOOK CONTAINING A/C NO., IFSC CODE, BENEFICIARY'S NAME.)