Scottish Church College

Kolkata-700006

NOTICE

17th September,2021
No. P/202/09/59

Refund of Library Caution and Security Deposit Money

Students who were admitted in Scottish Church College in 2016-17 Session or earlier and did not receive the Refund of Library Caution Fee and Security Deposit Money, can apply for the same in the Email ID sccoffice@scottishchurch.ac.in from 20th September 2021 to 20th October, 2021 . The Refund Proforma is available along with this Notice.

Dr. Madhumanjari Mandal 17/9/21
Principal

Principal
Scottish Church College
Kolkata

REFUND PROFORMA-2020
Scottish Church College
Kolkata-700006

APPLICATION OF REFUND FOR THOSE WHO HAVE COMPLETED UG COURSES
(B.A./B.SC./B.COM/BBA/)

To   Date:
The Principal
Scottish Church College
1&3 Urquhart Square
Kolkata-700 006

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

1. NAME OF THE STUDENT (CAPITAL)   :
2. FATHER'S NAME   :
3. COLLEGE ROLL NO.   :
4. YEAR OF GRADUATION   :
5. HONOURS SUBJECT   :
6. MOBILE NUMBER   :
7. EMAIL   :
8. TOTAL REFUNDABLE AMOUNT   :

   (a) **Library Caution Money**   :Rs..........................

   (b) **Security Deposit Money**   :Rs..........................

9. SELF BANK ACCOUNT DETAILS
     NAME OF THE ACCOUNT HOLDER :
     NAME OF THE BANK   :
     NAME OF THE BRANCH   :
     BANK ACCOUNT NO   :
     BANK IFSC CODE   :

Yours faithfully,

Signature of the Candidate

Required Documents to be attached with the Refund Application

(Scanned copy of 1st year 1st and 2nd Installment Pay Slips, Security Deposit Certificate (if any), and Part-III Pass out Mark sheet and Self Bank Account Passbook Account Details Page)

NOTE:_REFUND WILL BE MADE BY BANK ACCOUNT TRANSFER

Madhumanjuri Mandal 17/9/21
Principal
Scottish Church College
Kolkata