

Scottish Church College

Kolkata – 700 006.

04th April, 2022

No : P/2022/04/062

NOTICE

Refund of Library Caution and Security Deposit Money

Application for Refund of Library Caution Fee and Security Deposit Money (for those students who were admitted in 2018-19 Sessions and completed their Graduation in 2020-21 Sessions) will be received by the College Office from 18th April, 2022 to 12th May, 2022 between 11.00 a.m. and 1.00 p.m. at Counter No. 5. The Refund Proforma – 2021 is available along with this Notice.

Madhumanjari Mandal

Dr. Madhumanjari Mandal
Principal

4/4/22

Principal
Scottish Church College
Kolkata

REFUND PROFORMA-2021

Scottish Church College

Kolkata-700006

**APPLICATION OF REFUND FOR THOSE WHO HAVE COMPLETED COURSES
(B.A./B.SC./B.COM/BBA/) IN THE YEAR 2021**

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. NAME OF THE STUDENT :
2. FATHER'S NAME :
3. COLLEGE ROLL NO. :
4. YEAR OF GRADUATION :
5. HONOURS SUBJECT :
6. MOBILE NUMBER :
7. EMAIL :
8. REFUND OF LIBRARY CAUTION MONEY : Rs.....
9. REFUND OF SECURITY DEPOSIT MONEY : Rs.....

Yours faithfully,

Signature of the Candidate

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

(PHOTOCOPY OF 1ST YEAR, 1ST AND 2ND FEE PAYMENT SLIPS, PHOTOCOPY OF PART-III/SEMESTER-VI MARK SHEET)

➤ **NOTE : REFUND WILL BE MADE BY ACCOUNT PAYEE CHEQUE IN THE NAME OF THE CANDIDATE.**