

# Scottish Church College

Kolkata-700006

Date : 19<sup>th</sup> June, 2023

Ref:P/2023/06/120

## NOTICE

### Refund of Library Caution and Security Deposit Money

**(B.A./B.SC./B.COM/BBA/) COMPLETED COURSE-2022**

Application for Refund of Library Caution Fee and Security Deposit Money (for those students who were admitted in 2019-20 Sessions and completed their Graduation in 2021-22 Sessions) will be received by the College Office from 1<sup>ST</sup> July, 2023 to 15<sup>th</sup> July, 2023 (Working Days) between 11.00 a.m. to 1.00 p.m. at Counter No-5. The Refund Proforma -2022 is available along with this Notice.

Kolkata  
Date:

*Madhumanjari Mandal*  
Dr. Madhumanjari Mandal 19/6/23  
Principal  
Principal  
Scottish Church College  
Kolkata

**REFUND PROFORMA-2022****Scottish Church College**

Kolkata - 700006

APPLICATION OF REFUND FOR THOSE WHO HAVE COMPLETED COURSES  
(B.A./B.SC./B.COM/BBA/) IN THE YEAR 2022

**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 1<sup>ST</sup> YEAR 1<sup>ST</sup> ADMISSION 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.**