Scottish Church College

1 & 3 Urquhart Square, Kolkata-700006

NOTICE

For Refund of Security Deposits (Faculty of PG Studies)

Applications for Refund of Security Deposits (for enrolled and completed **M.Sc. Semester-IV for the sessions 2021-23**) will be received from <u>**7th March to 16th March 2024**</u> through our Official Email ID (<u>scc.cal.pg@gmail.com</u>). The Refund Application Pro forma is provided below. Please attach **scanned copies of your Final Mark Sheet, Semester-1 Fee Receipt** and **First page of Bank Pass Book** along with the application before submitting.

Principal
Scottish Church College

6|3|24

Principal
Scottish Church **College**
Kolkata - 700006

Dated: 6th March, 2024

Scottish Church College
Kolkata – 700006

Application for Refund of Security Deposit

To
The Principal
Scottish Church College
Kolkata

For Office use
Approved for Refund of Rs.10,000/-
only or Rs._____
_____
Principal

Dear Sir,

I request you to kindly refund the amount of **Security Deposit** taken during admission as per the following particulars:

1. Name (in BLOCK Letter) : _____

2. Date of Birth:_____ 3. Department: _____

4. Class Roll No.:_____ Session : _____

5. Course : M.Sc. Botany / Chemistry (Strike off whichever is not applicable)

6. Final Result : Grand Total :_____ C.G. P.A : _____

7. (a) Amount : Rs._____ (b) Attachments : Sem-I Pay Slip & Mark Sheet

8. Name of Bank with Branch : _____

9. Name of Bank Account Holder : _____

10. Bank Account Number :_____ IFSC : _____

_____
Signature of Candidate
Dated : _____

[For College use]

Note from H.O.D:
Full Refund is recommended / Refund of Rs._____is recommended.
Remarks (if any):
_____
Signature of H.O.D with date & Seal

Verified by **SCC PG Office**: _____

Recommended for Refund of Rs.10,000/- only or Rs. _____

_____
Bursar