

* Form for Refund of Deposits / Fees *

From: _____

Date: _____

To,
I/c.Principal
Shree Ramkrishna Institute of Computer
Education & Applied Sciences,
Athwalines, Surat.

Sub.: Refund Deposit / Fee

With reference to above subject, I humbly inform you that I have given my examination in _____.
At the bottom of my heart I thank my all the teachers staff and the institute as a whole in building up my
carrier at this institute.

When I joined the institute, I paid the following amount towards the various deposit/fees details are as
under. **Herewith I am attaching the original receipt for the same.**

Deposit / Fee	Amount	Paid on (Date)	Receipt No.

I request you to refund this amount to me or credit to my account no. _____ Bank Name
_____ Branch _____ City _____

Or

I authorize Shri _____ to receive the payment on my behalf.

Thanking You, I remain
Yours Truly,

(Name: _____)
Encl.: Original Deposit / Fee Receipt)

Clearance Certificate

This is to certify that this Section / Department has due / no due with Shri _____ as per
following details.

Department / Section	Amount due if any	Signature
Library		
Comp. Sci. / Micro / Biotech / Env. Sci. Laboratory		
Account		