



Shri Mata Vaishno Devi University

Kakryal, Katra 182 320

(Approved by UGC under Section 2(f) & 12(B) of UGC Act of 1956)

APPLICATION REQUESTING FOR REFUND OF SECURITY FEE

(Form to be submitted to Department and Entry to be made in Register Maintained for the Purpose)

To,
Head of Department
Department/School of _____
Shri Mata Vaishno Devi University
Kakryal, Katra

Subject: Refund of Security Fee

Sir/Madam,

I _____, S/D/o _____ am
a student of M.B.A. / Integrated M.Sc.(Economics) / B.Arch. /B.Tech. /M.Tech. /M.Sc.
/M.A. _____ program and my Entry No is _____. I am currently in
the _____ semester and have appeared in the Final Major Exams which started on
_____.

I hereby certify and undertake:

1. that I have cleared all my dues other than Hostel related dues and there is nothing pending against me.
2. that in case there is still some due pending against my name then the same may be deducted from my Security Fee.
3. that I have attached my University I-Card with this application / Submitted relevant fine as I have lost the I-Card (Challan for Fine of Rs. 200/- or Rs. 300/- attached)
3. that I have returned all books, equipment and any other material which was issued to me
4. that given below is my E-mail, Phone No. and the Address for corresponding with me and for sending important documents to me:

Address (Including Pin Code) _____

E-mail: _____ Phone: _____

5. that I will be fully responsible for communicating the change in Address/E-mail/Phone or for not responding to information sent to same, if any, and absolve the University from any consequence that may arise because of my failure to do so timely.
6. that my Transcript, Migration Certificate & Provisional Passing Certificate
 may be sent at the address mentioned above by Speed Post or Registered Post at my risk and responsibility and that the applicable Fee and charges for sending the same may be deducted from my Security Fee.
 may not be sent by Speed Post or Registered Post. I will collect them in person. However, the applicable Fee may be deducted from my Security Fee.
7. that my balance Security Fee (as applicable) may be refunded.

Further I require _____ Nos of additional copies of Transcript duly sealed and signed. I am attaching the proof of payment of the same. (Fee for Additional Transcript is Rs. 500/- each)

Yours Sincerely,

(Signature)

Name: _____

Date: _____

Recommended & Forwarded

(Signature of Head of Department/School)

No: _____

Date: _____

Assistant Registrar (Academic Affairs)