



दक्षिण बिहार केन्द्रीय विश्वविद्यालय CENTRAL UNIVERSITY OF SOUTH BIHAR

Set-1, Gaya-Panchsara Road, Village - Katheria, Post -Tadapani PS -Tolani, District -Gaya (Bihar) Pin-824234

REFUND OF HOSTEL DEPOSIT

I was a student pursuing my studies for _____ course in the University School / Department of _____ University and was residing in the University Boy/Girl's Hostel during the period from _____ to _____. At the time of admission to the Hostel, I had paid ₹ _____ towards Hostel Security Deposit under Receipt No. _____ Date _____ Since I have completed / discontinued my studies, I hereby arrange to refund my Hostel Security Deposit as per C.U.S.B. rules. Particulars of my bank for RTGS of the refundable amount is as under:-

Name of Bank / Branch : _____ Name of the Bank : _____
Account No. : _____ IFSC Code : _____
Bank Branch : _____

Signature of the applicant
Name: _____
Enrollment No.: _____

- The Receipt in original towards the amount paid by me as Hostel Deposit is attached. (Yes / No)
- Copy of the bank Pass Book is attached. (Yes / No)

REMARKS OF THE WARDEN OF CONCERNED HOSTEL

That / She, _____ was a student of this University, pursuing higher studies for _____ course during the academic years _____ and was residing in the University Hostel. It has been verified that he/she paid ₹ _____ towards Hostel Security Deposit under Receipt No. _____ Date _____. There are no dues to be returned from Him / Her _____ and hence I have no objection if the Hostel Deposit is refunded to him/her.

*An amount of ₹ _____ is to be returned from Him/Her for damages and hence is to be deducted from the Hostel Security Deposit. Total refundable amount after this recovery is ₹ _____ He / She has left the Hostel on _____ Date _____
C.U.S.B. Gaya _____

Signature of the Warden

* To be struck off if not applicable.

REFUND ORDER

The Warden of the Hostel certifies that there are no dues outstanding against his/her name. It is hereby recommended that an amount of ₹ _____ be refunded, after due recovery (if any, as proposed above) to Him / Her _____

C.U.S.B. Gaya, Date _____

Signature of the Chief Warden

Approved / Not Approved by:

Dean, Students' Welfare

To,
The Office of the Finance Officer
C.U.S.B. Gaya