



दक्षिण बिहार केन्द्रीय विश्वविद्यालय CENTRAL UNIVERSITY OF SOUTH BIHAR

SH-7, Gaya-Panchanpur Road, Village : Karhara, Post: Falchpur P.S : Tekari, District : Gaya (Bihar) Pin-824236

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's/Girl's Hostel** during the period from _____ to _____. At the time of admission to the Hostel, I had paid ₹ _____ toward Hostel Security Deposit under Receipt No. _____ Date _____. Since I have completed / discontinued my studies, kindly arrange to refund my Hostel Security Deposit as per CUSB rules. Particulars of my bank for RTGS of the refundable amount is as under:-

Name in Bank Passbook : _____ Name of the Bank : _____
Account No : _____ IFSC Code : _____
Bank Branch : _____

Signature of the applicant

Name:-

Enrolment No:-

Date:

- ♦ Fee 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

Shri / Smt. _____ was a student of this University, pursuing his/her studies for _____ course during the academic year/s _____, 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 recovered from Shri / Smt. _____ and hence I have no objection if the Hostel Deposit is refunded to him/her.

*An amount of ₹ _____ is to be recovered from him/her for damage and hence it be deducted from the Hostel Security Deposit. Total refundable amount after due recovery is ₹ _____.
He / She has left the Hostel on _____
CUSB, Gaya
Date _____

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 Shri / Smt. _____

CUSB, Gaya, Date _____

Signature of the Chief Warden

Approved / Not Approved by:

Dean, Students' Welfare

To,
The Office of the Finance Officer
CUSB, Gaya