

# Scottish Church College

Kolkata-700 006.

No. P/2024/11/275

19<sup>th</sup> November, 2024

## NOTICE

### Refund of Library Caution and Security Deposit Money

**(B.A./B.SC./B.COM/BBA/) COMPLETED COURSE-2024**

Application for Refund of Library Caution Fee and Security Deposit Money (for those students who were admitted in 2021-22 Session and completed their Graduation in 2023-24 Session and those students who have not received the above mentioned amount earlier admitted in the College 2020-21 Session and completed their Graduation in 2022-23 Sessions) will be received by the College Office from 2<sup>nd</sup> December, 2024 to 21<sup>st</sup> December, 2024 (Working Days) between 11.00 a.m. to 1.00 p.m. at Counter No-5. The Refund Proforma -2024 is available along with this Notice.

*Madhumanjari Mandal*  
Dr. Madhumanjari Mandal  
Principal

19/11/24

Principal  
Scottish Church College  
Kolkata

## **REFUND PROFORMA-2024**

### **Scottish Church College**

Kolkata -700006

**APPLICATION OF REFUND FOR THOSE WHO HAVE COMPLETED COURSES  
(B.A./B.SC./B.COM/BBA/) IN THE YEAR 2024**

**APPLICATION SHOULD BE FILLED UP IN BLOCK LETTERS**

To  
The Principal  
Scottish Church College  
Kolkata

Date:

Kindly consider my application for refund as per the details mentioned below:

1. COLLEGE ROLL NO :
2. APPLICANT NAME :
3. NAME OF FATHER :
4. DISCIPLINE OF COURSE :
5. DATE OF ADMISSION (1<sup>ST</sup> SEM) :
6. YEAR OF GRADUATION :
7. MOBILE NUMBER :
8. EMAIL :
9. REFUND OF LIBRARY CAUTION MONEY : Rs.....
10. REFUND OF SECURITY DEPOSIT MONEY : Rs.....
11. NAME OF THE BENEFICIARY :
12. NAME OF BANK :
13. A/C NO :
14. IFSC CODE :
15. BRANCH NAME :

Yours faithfully,

Signature of the Candidate

➤ **THE FOLLOWING DOCUMENTS ARE TO BE ATTACHED WITH THE REFUND APPLICATION**

**(PHOTOCOPY OF 1<sup>ST</sup> YEAR 1<sup>ST</sup> ADMISSION PAYMENT SLIPS, SEMESTER-VI MARK SHEET AND 1<sup>ST</sup> PAGE OF BANK PASSBOOK CONTAINING A/C NO., IFSC CODE, BENEFICIARY'S NAME.)**