

APPLICATION FOR REFUND OF CAUTION DEPOSIT

To
 The Head
 Accounts & Audit
 Academy of Technology

Sir,

I _____ (FULL NAME IN BLOCK LETTER) passed the final examination of MCA/ M.Tech/B.Tech in _____ (Department) in the year **2022** from Academy of Technology.

At the time of admission I deposited the Caution Deposit (Refundable) as under:-

- 1) Caution Deposit for College-Rs. _____
- 2) Caution Deposit for Hostel & Mess--Rs. _____ (Please strike out if not applicable)
- 3) Arcadia 2020 -Rs. _____ (Original money receipt mandatory)

I also declare that I have paid all the dues of the college and returned the Library Books taken by me. I attach the following documents:-

1. **Copy of Clearance Certificate issued by the college**
2. **Copy of Money receipt issued at the time of admission**
3. **Copy of a Cancelled cheque Leaf OR copy of Pass Book (1st Page)**
4. **Student Identity Card issued by the college (Original)**
5. **Arcadia (2020) money receipt (Original).**

I would request you to refund me the caution Deposit to the credit of my Bank Account as mentioned below through NEFT system.

Details of my Bank Account (Block Letter)

Name of the Account Holder	
Student's Name & Department	
Pass-out Year	
E-mail Id / Mobile no	
Name of the Bank	
Name of Bank Branch	
Account No	
Confirm Account no	
Bank IFSC no	
Full signature of the Student with date	

Instruction for submission of the application

- 1) Please download and fill in the Form properly and submit the same to the Accounts Department of Academy of Technology physically along with the documents as mentioned in the Form.
- 2) Refund will be made only to the Bank Account of the student as mentioned above.
- 3) Incomplete Form will not be entertained.
- 4) Bank particulars are to be given very carefully, wrong information may lead to payment being made to wrong account, and in such cases the Institute will not be held liable and the payment will be deemed to have been made to the student's account.
- 5) The payment dates will be notified in the web site of the college.
- 6) If it is found that the student has not paid all the dues of college and / or Hostel, the Refund will be withheld.
- 7) **The application must be submitted within 22/12/2023.**