

CAUTION MONEY REFUND FORM

TO BE FILLED BY THE STUDENT

**APEEJAY INSTITUTE OF TECHNOLOGY
SCHOOL OF ARCHITECTURE AND PLANNING
GREATER NOIDA**

- 1.Name of the Student_____ 2.Admission / Roll No._____
- 3.Class in which the student was admitted in the school_____ 4.Dated and year of admission_____
5. Amount of security deposited_____ 6. Last class attended before leaving the school._____
- 7.Date of leaving the school_____ 8. Reason for leaving the school_____
9. Signature of the Student _____ 10. Mobile No._____

CLEARANCE CERTIFICATE :

Concerned teachers / heads should clearly states no dues or enter the amount charged with receipt no. and date appropriate column.

- 1.Computer/ Photo Lab_____ 2.Library._____
- 3.Office to check whether all dues/ arrears have paid_____ 4.Hostel_____
5. Class Teacher_____ 6. Registrar/Dy Registrar_____
- 7.Workshop_____ 8. Registrar Office _____
9. Accounts_____

FOR OFFICE RECORD

- 1.ADMISSION No._____ 2.T.C. NO._____ Date _____ Issued On_____
- 3.Security No._____ Date_____ Amount Rs._____
- 4.Deduction if any, with reason_____ Rs._____
- 5.Net Amount to be Refunded_____ Rs._____

Director's order :Refund /Not Refund Vide Cheque No._____ Date_____

Drawn On_____

Signature of Director_____

Receipt of the Student/Parents_____

Received A/C Payee Cheque No._____ Dated_____ For Rs._____

Signature

Note: Please enclose a copy of Caution Money Deposit Receipt.