



Application for Refund of Security Deposit

To,
Director (Administration)
Patan College for Professional Studies
Kupandole, Lalitpur, Nepal

Subject : Request for Refund of Security Deposit

Dear Sir,

As I have successfully completed my course and I am not interested to continue further I would like to request you to refund the security deposit.

My Academic Details are as follows :

Full Name : _____

Course : _____ University : _____

University Roll No : _____ Admission Session : _____

Grade Obtained : _____ Completed On (Year/Month) : _____

My Security Deposit payment details are as follows :

Receipt No : _____ Receipt Date : _____ Deposit Amount : _____

I have enclosed original copy of receipt, photocopy of University Transcript/ Award Certificate, original ID Card along with this application.

Thanking you,

Student's Signature

Date : _____
Place : _____

Encl :
1. Original copy of payment Receipt of Security Deposit.
2. Original Campus ID Card.
3. Photocopy of Transcript / Award Certificate

Mobile No : _____
Email : _____

For Campus Use Only :

Document Verified By : _____	Payment Method : <input type="checkbox"/> Cheque
Accepted By : _____	Cheque No : _____
Account Verified By : _____	Issued By : _____
Library Clearance By : _____	<input type="checkbox"/> Adjusted Against Existing Due
Lab Clearance By : _____	_____
	Signature : _____

Note :
Security deposit will be only refunded after 30 working days.
It is mandatory to provide the above mentioned documents.