

APPLICATION FORM FOR REFUND OF PASS OUT STUDENTS (BOTH B.TECH & M.TECH)

To
The Principal
Jalpaiguri Govt. Engineering College
Jalpaiguri-735102

Sub: Prayer for refund of refundable portion of fees deposited at the time of admission.

Sir,

With due respect I am to request you to

- Arrange to refund the refundable portion of fees including College/ Mess Caution Money after adjusting dues, if any, as I passed out in the year _____ from B.Tech / M.Tech in JGEC.
- Arrange to issue A/C payee cheque in favour of me or credit to the bank account mentioned hereunder.

(FILL IN BLOCK LETTERS)

1	NAME OF THE STUDENT	
2	COLLEGE ROLL NO.	
3	WBUT ROLL NO.	
4	NAME OF THE DEPARTMENT AND YEAR OF ADMISSION (B.TECH/M.TECH & DEPARTMENT NAME , YEAR OF ADMISSION)	
5	HOSTEL BOARDERS/ DAY SCHOLAR	
6	DATE OF LEAVING HOSTEL	
7	HOSTEL NO. & ROOM NO.	
8	MOBILE NO.(please give 2 mobile no. If available)	
9	EMAIL ID	
10	BANK NAME	
11	BANK BRANCH	
12	BANK ACCOUNT NO.	
13	BANK IFSC CODE	

(Note: The bank account should be in the name of the student or where the student is the 1st holder of account)

Yours faithfully

(Counter signature of Guardian with date)

(Full signature of the student with date)

Encloser: 1. The Photocopy of College ID card of the student.(Self Attested) & WBUT registration certificate. 2. A cancelled cheque & copy of the 1st page of Pass Book of the bank account stated above (self signed). 3. E-Payment form

(FOR OFFICE USE ONLY)

1.REMARKS OF THE PRINCIPAL/O.IC.	3. REMARKS OF THE LIBRARIAN	5. REMARKS OF CASHIER
2. REMARKS OF THE DY. REGISTRAR	4. REMARKS OF THE ASSTT. PROCTOR	6. REMARKS OF THE ACCOUNTS OFFICER.