

# SARDAR PATEL UNIVERSITY



Code No:40080

Date:

The Registrar  
Sardar Patel University  
Vallabh Vidyanagar -388 120

## Subject : Refund of Hostel Deposit

Sir,

I was a student pursuing my studies for \_\_\_\_\_ course in the University Department of \_\_\_\_\_ / \_\_\_\_\_ college and was residing in the University Men's/Women's Hostel during the academic year \_\_\_\_\_. At the time of admission to the Hostel, I had paid Rs. \_\_\_\_\_ toward Hostel Deposit under Receipt No. \_\_\_\_\_ Date \_\_\_\_\_. Since I have completed / discontinued my studies, kindly arrange to refund my Hostel Deposit at the address given below and oblige.

**FEE RECEIPT IN ORIGINAL TOWARDS THE AMOUNT PAID BY ME AS HOSTEL DEPOSIT IS ATTACHED HEREWITH.**

ADDRESS

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Your faithfully,

Pin Code: \_\_\_\_\_

### REMARKS OF THE RECTOR / WARDEN, UNIVERSITY HOSTEL

There are no dues to be recovered from Shri / Smt. \_\_\_\_\_ and hence I have no objection if the Hostel Deposit is refunded to him/her.

\*An amount of Rs. \_\_\_\_\_ is to be recovered from him/her for damage and hence it be deducted from the Hostel Deposit.

He / She has left the Hostel on \_\_\_\_\_ .

Vallabh Vidyanagar,

Dated \_\_\_\_\_

Signature of the Rector / Warden

\* To be struck off if not applicable.

### REFUND ORDER

Shri / Smt. \_\_\_\_\_ was a student of this University, pursuing his/her studies for \_\_\_\_\_ course during the academic year/s \_\_\_\_\_, and was residing in the University Hostel. It has been verified that he/she paid Rs. \_\_\_\_\_ towards Hostel Deposit under Receipt No. \_\_\_\_\_ date \_\_\_\_\_. Since the Rector/Warden of the Hostel certifies that there are no dues outstanding against his/her name, it is hereby ordered that an amount of Rs. \_\_\_\_\_ be refunded to Shri / Smt. \_\_\_\_\_ at his/her cost.

No. D/Hostel/  
Vallabh Vidyanagar  
Date \_\_\_\_\_

DEPUTY REGISTRAR

Forwarded to the Accounts Section for information and necessary action. The amount may be refunded if not refunded earlier.

Vr. No. :

Date :

Pay to \_\_\_\_\_  
Rs. \_\_\_\_\_ (Rs. in words) \_\_\_\_\_

Checked by

Dy. Accountant

Chief Accounts Officer

Registrar