



PRESIDENCY UNIVERSITY
KOLKATA

Office of the Dean of Students' Affairs

Presidency University

86/1 College Street, Kolkata- 73

NOTICE

19.12.2016

Students who have passed out from Presidency University are requested to apply in the enclosed format for refund of Laboratory /Library deposits and submit the duly filled up application form to the office of the Undersigned by 31st January 2017.

Please note, along with the filled in application form you have to submit the original Pay in slip (student copy) and a cancelled cheque or photocopy of bank pass book (1st page).

Students who would not be able to collect the cheque personally, are requested to send their representatives with a proper authorization letter and a photo id proof to collect the refundable amount on their behalf.


Dean of Students

Copy to :

1. The Registrar
2. The Finance Officer
3. The COE
4. Student Section
5. All HODs
6. The Dean, Faculty of Natural and Mathematical Sciences
7. The Dean, Faculty of Humanities and Social Sciences.
8. Boys' Hostel
9. Girls' Hostel
10. Guard File.