

**Application format for refund of Caution Money/ Messing Advance
(Presidency University Girls Hostel)**

To,
The Superintendent,
Presidency University Girls' Hostel

1. Name of the Boarder:
2. Department:
3. Course: Semester:
4. Date of Hostel Admission:
5. Caution money/ Messing advance paid to be refunded:
6. Caution money/ Messing advance receipt no.: Date:
(Original receipt to be attached)
7. Reason for leaving the hostel:
.....
.....
8. Date of leaving the hostel:

All the facts mentioned above are true to the best of my knowledge. You are kindly requested to refund the caution money/ messing advance.

Signature of the student:

Date:

For office use only

I have checked the hostel records (for messing, bus and seat rent) for the above boarder. No hostel dues are left.

Signature of the Assistant Superintendent:

Date:

Payment details

Cheque no.:

Date:

Signature of the Superintendent:

(with seal)

Signature of the Dean of Students:

(with seal)

Declaration

I declare that I have received a cheque (no.), dated....., for Rs..... on as refund for my caution money.

Signature of the student:

Date: