



Mumbai Pradesh Arya Vidya Sabha's  
**GURUKUL COLLEGE OF COMMERCE**

(Affiliated to University of Mumbai)  
Tilak Road, Ghatkopar (East), Mumbai – 400 077

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**Application form for Refund of Library/Caution Money/Laboratory Deposits**

To,  
The Principal  
Gurukul College of Commerce  
Ghatkopar(E),  
Mumbai- 400077.

Respected Madam,

I was a student of your college studying in the \_\_\_\_\_ class during the academic year  
20 \_\_\_\_\_ - 20 \_\_\_\_\_ and wish to apply for refund of Caution Money Deposit / Library Deposit/Laboratory  
Deposit.

My particulars are as under :

Name in full : \_\_\_\_\_

Class :- \_\_\_\_\_ Div: \_\_\_\_\_ Roll No.: \_\_\_\_\_ Year \_\_\_\_\_

Contact No :- \_\_\_\_\_

Amount of Library Deposit Rs. \_\_\_\_\_ Receipt No. \_\_\_\_\_ Date \_\_\_\_\_

Amount of Caution Money Deposit Rs. \_\_\_\_\_ Receipt No. \_\_\_\_\_ Date \_\_\_\_\_

Amount of Laboratory Deposit Rs. \_\_\_\_\_ Receipt No. \_\_\_\_\_ Date \_\_\_\_\_

Yours faithfully,

Signature of the Student

Receiver's signature

- Form should be submitted between 1<sup>st</sup> September to 15<sup>th</sup> September 2017 along with Original Fee receipts of three years.
- Refund Cheque will be issued from college office in 2<sup>nd</sup> week of October.
- Cheque will be issued in favour of student's name only.

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**Library Department** :- the student has returned the Identity Card and Library Card and has no dues.

Date :- \_\_\_\_\_

Signature of the Librarian

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**Acknowledgment**

Name of the student :- \_\_\_\_\_

Class :- \_\_\_\_\_ Div: \_\_\_\_\_ Roll No.: \_\_\_\_\_ Year \_\_\_\_\_

Refund of Deposit Rs. \_\_\_\_\_

(Signature of office clerk)