



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

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

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

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

Dear Sir/ 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 \_\_\_\_\_

**Bank Details:**

Beneficiary Name: \_\_\_\_\_

Account no: \_\_\_\_\_ Bank IFSC code: \_\_\_\_\_

Bank Name: \_\_\_\_\_ Branch: \_\_\_\_\_

Yours faithfully,

Signature of the student

Receiver's signature

- Forms should be submitted between 1<sup>st</sup> February to 28<sup>th</sup> February 2021 along with Original Fee receipts of previous three years.
- Bank details must be filled correct and the copy of the passbook has to be enclosed. Any discrepancy found, refund will be cancelled.

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

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

Signature of the Librarian

**Acknowledgment**

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

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

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

(Signature of office clerk)