Form No: SW-02

# INDIAN INSTITUTE OF TECHNOLOGY (INDIAN SCHOOL OF MINES) DHANBAD

**OFFICE OF THE DEAN (STUDENTS WELFARE)**

FORM FOR REFUND OF EXCESS FEE PAID BY THE EXISTING STUDENTS

(Candidates are required to send the duly filled-in form with enclosures to **refund@iitism.ac.in**)

|  |  |  |
| --- | --- | --- |
| 1. | Academic Year |  |
| 2. | Admission No |  | Semester |  |
| 3. | Category | UR / SC / ST / OBC / PWD / EWS |
| 4. | Name of Student |  |
| 5. | Institute E-mail ID |  |
| 6. | Mobile No |  |
| 7. | Applicable Fee Amount that was required to be paid by the student | Rs. |
| 8. | Mode of payment | Net-Banking / Debit Card / Credit Card / Online-Wallets / UPI / Others |
| If Others (pls specify) |  |
| 9. | Excess Amount to be refunded back to the student | Rs. |
| 10. | Details of Bank Account where the money to be refunded: |
| Bank A/c No |  | Bank Name |  |
| Bank IFSC Code |  | Bank Branch Code |  |
| 11. | Remarks (if any): |

1. Details of Bank Transactions made by the student:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| S.No. | Amount Deposited\* | Order No (Mandatory for Online payment) UTR No./ Reference No. (For Offline payment) | Date of Transaction | Proof of Payment enclosed(Yes / No) |
| 1 |  |  |  |  |
| 2 |  |  |  |  |
| 3 |  |  |  |  |
| 4 |  |  |  |  |

\*To be verified by Finance & Accounts before processing refund

## Enclosures in support of claim:

* 1. Proof of Payments (Transaction Slip / Bank Statements).
	2. Any other document (please specify)

Date: Signature of the Student:

## FOR OFFICE USE ONLY

1.

2.

3.

4.

Fee amount required to be paid by the student: Rs. Fee waiver case: No ; Yes with percentage Refund Amount: Rs.

Refund request received on

Dealing Assistant

Date:

SO (SW)

Date:

AR (SW)

Date:

\*Sanctioned Rs.

Dean (SW)

Date:

\*To be verified by Finance & Accounts before processing refund