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):			

12. 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.   Fee amount required to be paid by the student: Rs. _____

2.   Fee waiver case: No _____ ; Yes _____ with percentage _____

3.   Refund Amount: Rs. _____

4.   Refund request received on _____

Dealing Assistant   SO (SW)   AR (SW)

Date: _____   Date: _____   Date: _____

*Sanctioned Rs. _____

                                                   Dean (SW)

                                         Date: _____

*To be verified by Finance & Accounts before processing refund