



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 submit hard copy to the office of Dean (Students welfare))

1.	Name of Student:			
2.	Admission No. :		Mobile No.	
3.	Institute E-mail ID:			
4.	Category:	UR / SC / ST / OBC / PWD / EWS		
5.	Name of Program/ Course:		Semester (1 st / 2 nd / 3 rd / 4 th / 5 th / 6 th / 7 th / 8 th):	
6.	Academic Year / Session (For which refund is claimed):	20 _____ - _____ / Monsoon / Winter / Summer		
7.	Fee payable:	Rs. _____		
8.	Actual fee paid:	i) Rs. _____ . ii) Rs. _____ .		
9.	Amount claimed for refund:	Rs. _____		
10.	Details of Bank Account where the excess fee to be refunded:			
	Name of Beneficiary;			
	Bank A/c No.		Bank Name:	
	Bank IFSC Code:		Bank Branch Code:	

11. Details of Bank Transactions made by the student:

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

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

12. Remarks (If any)

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Enclosures in support of claim:

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

13. Certified that above amount of Rs. _____ has not been claimed by me for refund previously.

Date: _____

Signature of the Student: _____

Forwarded to the F&A section for confirmation of receipt as indicated in Column No. 11. Kindly return to this office upon confirmation.

AR (SW)/ AR (ODSW)/ Add. Reg. (SW)

FOR OFFICE USE ONLY – FINANCE AND ACCOUNTS SECTION

The amount (Mentioned at Sl. No. 11 above) of

- i) Rs. _____ dated _____ Transaction number _____
 - ii) Rs. _____ dated _____ Transaction number _____
 - iii) Rs. _____ dated _____ Transaction number _____
- have been received in the institute account.

Dealing Assistant

JS (A/c)

AR (F&A)/ DR (F&A)

FOR OFFICE USE ONLY

1. Fee paid by the student: Rs. _____
2. Fee amount required to be paid by the student: Rs. _____
3. Fee waiver case: No _____; Yes _____ with percentage _____
4. Refund Amount: Rs. _____
5. Refund request received on _____

Dealing Assistant

Date: _____

JS (A/c-SW)

Date: _____

TS (SW)

Date: _____

AR (SW)/ AR(ODSW)

Date: _____

Additional Registrar

Date: _____

*Sanctioned Rs. _____

Dean (SW)

Date: _____

*To be verified by Finance & Accounts before processing refund