

Ref No.: IUS/GTK/DR/NT/22/6

Dated: 16th June 2022

NOTICE

Caution Deposit Refund to National & International Students

This is to inform all the graduating students for the year 2022 to fill & submit the hard copy of CD refund application form (enclosed as Annexure-I) along with a copy of the bank pass book or cancelled cheque to the Accounts Officer for processing of the CD.

The CD will be processed after the End-Term results are declared and upon qualifying the graduate/post graduate degree. Further, the CD amount will be refunded in the student's bank account. Therefore, the students are advised to enclosed a copy of their bank pass book/cancelled cheque.

The Bhutanese National students are supposed to give Bank of Bhutan account details only with SWIFT code.


16/6/22

Rohit Rathi
Dy. Registrar

Deputy Registrar
The ICFAI University, Sikkim

APPLICATION FOR THE REFUND OF ADMISSIONS FEE/CAUTION DEPOSIT/EXCESS FEE

Name :

Program :

Batch :

Enrolment No. :

Year of Graduation :

Email ID :

Mobile No. :

Father's Name :

Mother's Name :

Bank Name :

Branch :

Account Holder Name:

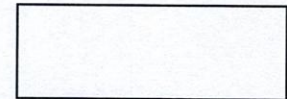
Account No. :

IFS Code :

I hereby declare that the information given in this form is true and correct to the best of my knowledge and belief. In case any information given in this application proves to be false or incorrect, I shall be responsible for the consequences.

___/___/___

Date of Submission



Student Signature

Important Notes

1. Only qualified/withdrawn students are eligible to claim the CD amount.
2. If a student doesn't have a bank account, he/she can attach cancelled cheque or copy of the bank passbook of his/her parents. The same information should be given in the form along with an application along with an application letter.
3. The Caution Deposit amount will be refunded after due verification from the Library & the Accounts Department. Any dues arising on the account of fee due, non return of library books etc shall be adjusted with the Caution Deposit amount and the difference will be refunded to the students in their bank accounts.
4. DRUK PNB bank account is not acceptable for refunding of CD amount to Bhutanese Nationals students.
5. The Degree or the Certificates will not be issued to the students if the due amount exceeds the CD refund amount.
6. All the refunds will be made in INR and within 20-25 working days.

Encl:

1. Copy of cancelled cheque or bank pass book.

Associate Dean

Registrar

Vice Chancellor

NO DUE CERTIFICATE

This is to certify that Mr/Ms Enrollment No
has left the University due to Center Transfer / SIP Transfer / Course
 Completion/Withdrawn with effect from

He/She has no dues in the following departments

SL No	Department	Category of DUES	DUES	Payment Details	DATE of Receipt	NAME of the Official	Signature of the Official
1	Administration						
2	Accounts						
3	Academic						
4	Placements						
5	Computer Lab						
6	Library						
7	Sports						
8	Examinations						
9.	Any Other Departments						

Date :

Place :

Permanent address & contact details for future communication

Associate Dean

Registrar