

M S Ramaiah University of Applied Sciences
Faculty of Dental Sciences
Caution Deposit Refund Request Form

To,
 The General Manager Finance & Accounts
 MSRUAS
 Bengaluru – 560 054

I am a student of MSRUAS with the following details:			
1	Name: (Write in CAPITALS)		
2	Reg. No. :	UID:	
3	Batch:	[FT / PT]	Mobile No.
4	Programme :	B.D.S / M.D.S	
I have paid Rs. _____ (In words _____) towards the caution deposit at the time of admission. Now, I have completed / discontinued the programme. I am herewith submitting the necessary documents as attachment.			
1. I request you to refund the caution deposit amount at the earliest. <input type="checkbox"/>			
OR			
2. I request you to adjust the amount towards the Graduation Day Fee. <input type="checkbox"/>			
Date		Signature of the Student	

For Accounts Office Use:							
Admission Category:		University <input type="checkbox"/> CET <input type="checkbox"/> NRI <input type="checkbox"/> Others					
Fees payment details:							
Details	Yr-1	Yr-2	Yr-3	Yr-4	Yr-5	Yr-6	Total Amount
Fee Receivable (INR)							
Fee Paid (INR)							
Fee Due (INR)							
Date:		Signature Faculty Accounts Section					Signature of General Manager Finance & Accounts
Date:		Signature University Accounts Section					

IMPORTANT INSTRUCTIONS TO STUDENTS:

1. Please get the signatures of the respective departments / centers of the concern faculty on the 'No-Due Certificate' form provided with this form.
2. Attach a photocopy of a bank Cheque or a cancelled Cheque or photocopy of the first page of the pass book of your SB A/c.
3. Submit this form at the Accounts Section of the Faculty.

No-Due Certificate

Name		University Register Number		
Programme		Department/Branch		
Start Date		End Date		
Sl. No	Department/Section	Remarks	Sign	Date
1	HoD			
2	Laboratory			
3	Library			
4	SPWCA			
5	Accounts	As per enclosure		
6	Examination , Assessment and Programme Operations			
7	Hardware Lab			
8	Workshop			
9	Hostel			
10	Admission			
	ID Collected	Yes / No		
Others, If any:				
12				
13				
14				
15				
16				
No- Due certificate submitted on :			Signature of the Student:	