

**RUSTAMJI INSTITUTE OF TECHNOLOGY BSF ACADEMY TEKANPUR**

**APPLICATION FOR REFUND OF COLLEGE / HOSTEL CAUTION MONEY**

To,  
The Principal / Director,  
RJIT, BSF Academy, Tekanpur

**Sub:** **ISSUE OF COLLEGE CAUTION MONEY**  Tick (√) or (X) as applicable  
**HOSTEL CAUTION MONEY.**  Tick (√) or (X) as applicable

Sir,  
I \_\_\_\_\_ have studied as a regular student of this Institute in MCA/ M Tech/ BE (Electronics Engg/Information Technology/Automobile Engg/) from \_\_\_\_\_ to \_\_\_\_\_ and I have not collected my College / Hostel Caution Money yet.

(2) Now, I am submitting my NO-DUES CERTIFICATE and requesting you to kindly arrange to release my College/ Hostel caution money as per the following:

- a) as I am unable to stay or come here to collect my College / Hostel caution money, so please send it by Registered post by the self addressed envelope affix by Rs. 22/- stamp, submitted by me.  
**Or**
- b) as I will come back to collect my College / Hostel Caution money, so please inform me by telephone after preparation of Caution money cheque.  
**Or**
- c) Please deposit my College/Hostel Caution Money in my SBI A/c No. ....  
Branch .....

**Encl:** 1. No dues (Original)  
2. Self addressed envelope duly affix with Rs. 22/- postal stamps  
(Applicable with option "a" only)

\_\_\_\_\_  
**(Signature of Student)**

Full Name: ( \_\_\_\_\_ )

**Particulars of the student**

Name & Date of Birth : \_\_\_\_\_  
Father's Name : \_\_\_\_\_  
University Enrollment No. : \_\_\_\_\_  
SBI Bank A/c No. & Branch : \_\_\_\_\_  
Permanent Address : \_\_\_\_\_

\_\_\_\_\_ PIN \_\_\_\_\_

Contact No. : Tel. No.(With STD Code) \_\_\_\_\_ Mobile No.(1) \_\_\_\_\_  
Mobile No.(2) \_\_\_\_\_  
E-mail address : \_\_\_\_\_

**FOR OFFICE USE ONLY**

**College/ Hostel caution money paid vide cheque / DD No. \_\_\_\_\_ dt. \_\_\_\_\_ for  
Rs. \_\_\_\_\_ ( \_\_\_\_\_ only).**