

**E-PAYMENT DETAILS TO BE SUBMITTED BY STUDENTS OF LAST SEMESTER**  
**FOR PROCESSING OF CAUTION MONEY REFUND**  
**(FORM TO BE FILLED ONLY IN CAPITAL LETTERS)**

The Institute has decided to refund the caution money by adopting E-payment. This is to facilitate easy and faster processing of refund of caution money. It is requested to submit the details as per the format appended below for remitting e-payment to your account for the release of Caution Money. The bank account should be in the name of the student and / or parents only. For any incorrect / incomplete information, the form will not be accepted.

**Student's Basic Information:-**

SN	Particulars of Information	Details to be filled by student
1	Full Name of Student	
2	Father's Name	
3	Name of Course	
4	Batch	
5	Roll Number	
6	Full Address	
7	E-Mail ID	
8	Land Line Number	
9	Mobile Number	

**Student's Bank Account Holder Details:-**

SN	Particulars of Information	Details to be filled by student
1	Bank Account Holder's Full Name (if joint account, mention all names)	
2	Mention whether Account Belongs to Student OR Parent	
3	Full Address of the Account Holder	
4	Mention Full Bank Account Number	
5	Type of Account (Saving Account / Current / OD Account)	
6	Bank Name	
7	Bank Branch Name (in which account is present)	
8	Bank Branch Full Address	
9	Bank Branch IFSC Code	

**I hereby declare and undertake that:**

- All the information provided above is true and complete in all respect.
- I have enclosed the photocopy of cheque of the account and photocopy of pass book containing bank details.
- I / my parents are the authorized signatory for the Account.
- If the details mentioned by me above are incorrect due to any reasons (including typing / writing error, etc) I shall be completely responsible for any loss such as non-receipt of caution money.
- I will be responsible for communicating any changes in above if such changes occur after submitting the form. In case I fail to inform, it will be my sole responsibility and I will not receive any caution money if it has been processed already.
- The Institute will not be responsible for wrong credit of caution money in case where I have mentioned the account number and other details as above wrongly and I also understand that in such cases I will not be getting any caution money.
- All charges related to transfer of caution money (applicable at the time of transfer of caution money as levied by the Institute and bank) in my account will be borne by me.

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Signature of Account Holder (Student / Parent who are holding account)

**For Office Use Only**

**(Office to verify and check whether form is complete in all respects before accepting)**

Signature of Administrative Officer  
Date of Receipt:

(College Seal)

Signature of Account's Officer

**RULES AND REGULATIONS FOR PROCESSING OF REFUND OF CAUTION MONEY**  
**BY E-PAYMENT METHOD**

The following rules and regulations will be applicable for refund of caution money via E-payment method:-

1. The details of bank account in which refund is to be processed is to be given by the student in the applicable prescribed format with a photocopy of a Cheque for the same account and photocopy of Pass Book front page (Where Bank Details such as name of account holder, account number and IFSC Code are mentioned).
2. Prescribed format is to be downloaded from website. Hard copies will not be provided to the student.
3. Prescribed format is to be filled only in capital letters. The information should be written legibly and clearly.
4. There is no fee for the prescribed form / format for E-payment of caution money.
5. The form is to be submitted by final year students who have deposited the caution money at the time of admission.
6. The form needs to be complete in all respects. Any incomplete form / missing information will not be accepted by the Office and no refunds will be processed.
7. Students are advised in their own interests that they should take extreme caution and care while filling up the form. This is because if any of the details are filled in-correct, student will not receive the caution money and for which student will be solely responsible.
8. The account details are to be given for student himself / herself or of any of the parent in which account is being maintained and refund is to be credited.
9. If the details mentioned by student in the prescribed format are incorrect due to any reasons (including typing / writing error, etc) the student shall be completely responsible for any loss such as non-receipt of caution money.
10. The student will be responsible for communicating any changes in prescribed format if such changes occur after submitting the form. In case student fails to inform, it will be sole responsibility of the student and the student will not receive any caution money if it has been processed already, based on the information submitted by student earlier.
11. The Institute will not be responsible for wrong credit of caution money in case where student has mentioned the account number and other details in the prescribed format wrongly. In such cases, it can also be possible that the student will not be getting any caution money.
12. At present Rs. 25/- will be levied by the Institute. All charges related to transfer of E-payment (as may be applicable and levied time to time by the Institute and bank) will be borne by the student.
13. All information which is required at the time of applying for caution money such as mark sheet, fee receipts, application, etc will remain same as on force. This form is only supplementing the requirement of refund of caution money and to facilitate the fast and easy processing of refund of caution money.

I have fully read the above mentioned Rules and Regulations related with refund of my caution money and hereby undertake to agree and abide with them.

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(Signature of Student)

Name of Student: .....