

Assam University Silchar

Hostel Security Deposit/ Caution Money Refund Claim

1.	Name of the Boarder	:	_____
2.	Name of the Hostel	:	_____
3.	Hostel Enrollment No.	:	_____
4.	Room No.	:	_____
5.	Department	:	_____
6.	Course of Study	:	_____
7.	Date of admission in the Hostel:		_____
8.	Date of Leaving the Hostel	:	_____
9.	Amount of Security Deposit	:	_____
10.	Hostel Dues		
	a) Mess Dues/Utensils	:	_____
	(Attach Certificate from Caterer/ Mess Manger)		
	b) Seat Rent	:	_____
	(Attach First and Last quarter receipts in original)		
	c) Hostel Furniture etc.	:	_____
	d) Electrical Fixtures	:	_____
11.	Bank Account details	:	
	a) Account No.	:	_____
	b) Bank Name & Branch	:	_____
	c) IFS Code	:	_____
12.	E-Mail ID	:	_____
13.	Contact No.	:	_____
14.	Permanent Address	:	_____

Prefect/ Assistant Prefect

Signature of the Claimant

Date:

Application is forwarded to Finance Officer for n. a.

Warden

Dean Students Welfare

Note:- Students are advised to keep a copy of the submitted form along with the receipts for record.