POORNIMA
INSTITUTE OF ENGINEERING & TECHNOLOGY

S5

APPLICATION FOR REFUND OF EXCESS FEES

To

The Director,
Poornima Foundation, Jaipur.

Sub:- request for Refund of Excess Fees Deposited by me.

Respected Sir,

I have Deposited following cheques (s) /DD/(s) against fees as per detail.

Deposit cheque favoring……..

Cheque/DD No	Cheque / DD Dated	Amount	Name of Bank	Cheque favoring
Total (A)				

Type of fees	Receipt No.	Amount	OFFICE USE
TOTAL (B)			

EXCESS FEES	TOTAL (A) – TOTAL (B)	AMOUNT

Kindly Refund the Excess paid Amount ……(In word)……

Through a cheque in favor of (capital)

(The cheque will be prepared in favors of student of his / her parent.) I further certify that I have neither received the refund so far nor I have claimed it earlier.

I have given correct detail for preparation of cheque. If I request for change of detail on cheque and amount of 500/= will be paid pas cancellation charges.

Yours faithfully

Signature : - ……..

Name :-……...

Reg. No :- ……..

OFFICE USE:

ACCOUNTS OFFICER	REGISTRAR	FINANCE DIVISION