

SZABIST SECURITY DEPOSIT REFUND / TRANSFER FORM

(For Regular SZABIST Student)

Name: _____ Registration# _____ Program _____

Kindly refund my Security Deposit after adjustment of my dues.

Leaving SZABIST w/o completing degree

Transfer to program within same campus.

Reason for Leaving: _____

Kindly transfer my security deposit to new program.

Please issue cheque in favor* of _____.

* Cheque will be issued in the name of student or parents only. Cheque must be picked up within Six months of issue date, after this cheque will be forfeited. Any cheque that will be remade would incur a processing fee of Rs. 500/-.

_____ Date

_____ Signature of Student

For office use only (Do not write below this line)

Library

System generated library dues list attached.

_____ Librarian (Name & Sign)

Computer Lab

Lab Domain Account is disabled.

Remarks: _____

_____ Computer Labs (Name & Sign)

Finance Office

Security Deposits			Printing and other Charges		
Other Payables			Library Fine		
Total Payable			Total Receivables		

Balance Rs. _____ paid vide cheque number _____ dated _____.

_____ Finance Officer (Sign & Date)

Records Office

Records file of above mentioned student has been closed.

_____ Controller Records (Sign & Date)

Please submit this form in the Admissions Office.

_____ Admission Office (Sign)