



POORNIMA UNIVERSITY

(Estd. by Rajasthan State Legislature vide Act No. 16/2012 & Recognized under Section 22 (1) of UGC Act 1956)



APPLICATION FOR REFUND OF EXCESS FEES

To
The Registrar,
Poornima University, Jaipur.

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

Respected Sir,
I have deposited fee as per detailed mention below:

Cheque/DD No. or Online Transfer/NEFT UTR No.	Dated	Amount	Name of Bank	Favoring
Total (A) in Rupees				

Total (B) Fees due in Rupees	
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EXCESS FEES	TOTAL (A) - TOTAL (B) (Amount in Rupees)	
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Fees paid from personal account **OR** Fees paid from Bank Loan (Attach details)

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

(The cheque will be prepared in favor of the student's parent. Please write the beneficiary's name in BLOCK LETTERS)

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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	DY. F & AO	CF & AO