

JESUS AND MARY COLLEGE

CHANAKYAPURI, NEW DELHI-110021

APPLICATION FOR COLLEGE LEAVING (EXIT)/REFUND OF SECURITY DEPOSIT

The Principal,
Jesus and Mary College
Chanakyapuri, New Delhi

Ma’am,
I request you to refund the Security Deposit paid by me. I give below the relevant particulars about myself. I will collect the amount from the College Office personally:

1. Name: _____ Course: _____
2. College Roll No.: _____ Exam Roll No.: _____
3. Date & Year of leaving: _____
4. Present Address: _____
5. Reason for leaving: (i) Completion of Course in:

III Year (6th Semester) ☐

IV Year (8th Semester) ☐

(iii) Withdrawal of admission before completion of course ☐

Reason of Leaving College: _____

Yours faithfully,

(Signature) _____

CLEARANCE CHIT

MANDATORY

Dues paid up to _____ Accountant: _____

Library books, cards, magazines etc. _____ Librarian: _____

Store Keeper: _____

IT LAB: _____

Identity Card _____ Asst. Concerned: _____

AS APPLICABLE

Sports & games property _____ Incharge: _____

N.C.C./N.S.S./H.E.P./N.C.E.P./
L.L.P./H.P./C.E.P./P.F/P.E/P.W.S. _____ Incharge: _____

Student’s Aid Fund Property _____ Librarian: _____

Psychology Laboratory _____ Lab Asstt.: _____

Refund Verified: _____

Folio No. _____

Pay Rs. _____ Rupees _____

Accountant

Bursar

Principal

Received from the Principal, Jesus & Mary College, New Delhi

a sum of Rs. _____ Rupees _____ on account of refund of Security Deposit. Vide Cash/ Cheque
No. _____ Dated _____

Note: The student before making this application must clear all dues, etc., and return all College property. viz College Identity Card, Library Books, Library card, books given to her from Student Aid Fund, sports articles and any other College property in her possession. Shie has to get the following clearance chit filled by the various Departments.