



COTTON UNIVERSITY

Panbazar, Guwahati, Assam-781001

www.cottonuniversity.ac.in

APPLICATION FOR REFUND OF LIBRARY CAUTION MONEY

(To be submitted within 90 days of passing the course. Late application will not be entertained)

1. Name of the student
2. Enrolment No Department
3. Date of passing the final examination *(Attach copy of Marksheets of all semesters)*
4. Date of issue of Pass Certificate *(Attach copy of Pass Certificate)*
5. Amount of refundable Library Caution Money claimed : Rs
(Attach copy of Library Caution Money Deposit Receipt)
6. Bank account number of the student
(Attach copy of the first page of bank passbook)
7. Name of the Bank
8. Name of the Bank Branch
9. IFSC of the Bank Branch *(11 digit alphanumeric code)*

The above stated information are true to the best of my knowledge and if the information is found to be false, the University is liable to take any action as it deems fit.

Date:

Full signature of the student

RECOMMENDATION OF THE LIBRARIAN

The above stated particulars are verified and found correct and the student has cleared all his dues to the Library. Hence, the Library Caution Money of the student may be refunded.

Date:

Signature with seal
Librarian

OFFICE NOTES & ORDER

Particulars checked by

Verified by

Approved &
Payment be released

Dealing Assistant

Dean/DSW

Registrar