



Office of the Controller of Examinations

APPLICATION FOR REFUND OF EXAM FEES

To,
The Controller of Examinations,
MIT Art, Design and Technology University,
Vishwaraj Baug, Loni Kalbhor, Pune - 412 201.

Subject: **Refund of Fees to the student....**

Dear Sir,

I am forwarding herewith the application and relevant documents for refund of exam fees / adjust with College Fees / Hostel Fees; the details are as follows:

Please use ✓ whenever necessary

School:	
Name of Student:	
Enrolment Number:	
Type of Fees Paid:	Exam Fees <input type="checkbox"/> Transcript Fees <input type="checkbox"/> Other Fees <input type="checkbox"/>
Fees Paid in Rs.:	
Receipt No./Transaction ID:	
Date of Receipt / Date of Transaction:	
Amount credited to university through:	Exam ERP Portal: <input type="checkbox"/> In Bank A/c No.: _____
Reason of Refund	
Student Bank A/c Details: (Attach Cancelled Check/Photocopy of Passbook a/c / print of bank a/c)	
Name as per Bank Account:	
Name of Bank:	
Branch:	
Account No.:	
IFSC Code:	

Above Information is true and verified as per the Bank Passbook.

Date: _____ Student Signature: _____

For Office Use:

Application checked and forwarded to CoE Office for Refund:

Signature of Exam Coordinator with Date: _____

Application Forwarded to CAFO Office with documents for Refund:

Date: _____

Controller of Examinations

Fees Refund processed: Adjusted with College Fees / Hostel Fees:
Credited to Bank A/c :

Date: _____

Sign of Accountant: _____