

Common Performa for Refund of Fee

To,
Finance Officer
AMU, Aligarh

Personal Details of Applicant and Transaction(s) details	
Name of Applicant	
Mobile Number	
Email ID	
Service Type for which payment done	<i>Application Processing Fee / Admission Counselling / Recruitment / Duplicate Payment/ Overpayment / Registration/ Admission Cancelation</i>
Application ID (s) for which refund is claimed	
Amount for which refund is claimed	
Transaction reference number *	
Transaction Date	
Reason for Refund	
Applicant's Bank account details from which payment was done	
A/C holder Name	
Account Number	
Bank Name	
IFSC Code	
Bank Branch Name	

Encl-Copy of Fee Receipt

(Signature of Applicant)

Note: - 1. Incomplete applications shall be rejected without any intimation.

2. Application of refund of fees will be considered only if payment receipt is attached.*

(For Office Use Only)

The reason stated in the above columns have been verified and found correct and recommended that refund be made to him/her

Passed for payment for Rs ----- Rs. in words (-----)

Dealing Assistant

Section Officer - Accounts