

## HOSTEL VACATE FORM

From

Date :  
Residential Address

To  
The Secretary  
Kovai Kalaimagal Hostel  
Coimbatore – 641 109

Sir,

As I am vacating from hostel on \_\_\_\_\_ I request you to refund my caution deposit and mess deposit amount. I furnish below details.

1. Name :
2. ID Number :
3. College :
4. Room Number :
5. Mobile & Landline Number :
6. Mess Bill amount remitted upto month of :

<u>UNION BANK OF INDIA</u>	<u>OTHER THEN UNION BANK OF INDIA</u>
Account Holder Name :	Bank A/c Holder Name :
Branch Name :	Bank Name :
Account Number :	Branch Name :
	IFSC Code :
	Account Number :

**NOTE :** Xerox copy of your Pass Book must be enclosed.

Hostel Accountant Signature

Warden Signature

Student Signature

**(For office use only)**

S.No:

Receipt No:

Date :

Caution Deposit & Mess Deposit Amount (Rs) :

Less :

Mess Dues : Rs.

General Maintenance : Rs.

Other / Misc : Rs.

Total : Rs.

Refundable amount Rs. \_\_\_\_\_ (Rupees \_\_\_\_\_ only)

Junior Assistant

Verified

Secretary

Director