



SRI LANKA INSTITUTE OF INFORMATION TECHNOLOGY

REFUND APPLICATION FORM

| | |
|--------|--|
| SLIIT | |
| Curtin | |
| LMU | |

Refund type (please tick one as applicable)

☐ Semester Fee☐ Examination Fee/Other Fee

Applicant should fill section 1 and submit the application to Reception counter with the relevant documents.

Documents to be submitted:

| Semester Fee/Course Fee/Pro-Rata Fee | Scholarship holders | If the receipt is misplaced, |
|---|---|--|
| Customer copy of the receipt <input type="checkbox"/> | Scholarship Letter <input type="checkbox"/> | Indemnity Bond <input type="checkbox"/> |
| OR | OR | (Please collect from the cashier) |
| If registered Online, E-receipt <input type="checkbox"/> | If registered Online, E-receipt <input type="checkbox"/> | |
| Bank Deposit Slip <input type="checkbox"/> | Bank Deposit Slip <input type="checkbox"/> | |
| Completed refund Application form <input type="checkbox"/> | Completed refund Application form <input type="checkbox"/> | Completed refund Application form <input type="checkbox"/> |

Section 1: Details of Applicant

Full Name:

SLIIT Student Registration Number:

Please circle the applicable Campus/Center: Malabe Campus / Metropolitan Campus/ Matara Center / Kandy Center /
Jaffna Centre/Kurunegala Centre

Address:

Telephone No:

E-mail:

SLIIT Receipt No:

Receipt Date:

(The original receipt must be attached)

Requested amount of refund:

Reason for seeking refund of fees: (Mandatory to be filled)

Date :

Student Signature:

1 of 2

P.T.O

Please cut here
Your application for the refund fees is hereby acknowledged.

Submitting this application itself does not guarantee a refund of fees. Once received, your application will be assessed in accordance with the SLIIT Fees Refund Policy:

Provided you have supplied all required documentation, you should be able to know the outcome within 6 weeks from the date of this application from the Finance Division. (Tel 011 7543110)

If you are not satisfied with the decision, you can request a review of your case by submitting an appeal in writing within 7 weeks the expiry of the 6 week processing period to Manager/Academic Affairs.

This slip will have to be surrendered to Cashier at the time of collection of Payment/Cheque. The cheque should be collected before 6 months and failing which the cheque will be cancelled.

Signature of the Receptionist

Date

Received the Cheque no:for Rs...../= Student's Signature:

NIC No: Name :

Date: Student Reg.no:

Section 2: Report of Librarian**OFFICE USE ONLY**

The student has returned all library books and is cleared of all dues towards the library./ A sum of Rs.need to be recovered from this student as library dues.

Date:

Signature of Librarian:

Section 3: Certification**OFFICE USE ONLY**

The applicant is entitled for the refund of a sum of Rs.comprising the following in terms of section.....of Manual of Procedure and hence is recommended.

- I. A sum of Rs. being Semester Fees paid in excess.
- II. A sum of Rs. being Examination/course Fees paid in excess.
- III. A sum of Rs. being Examination/course fees for subject/subjects less 20%/50%.
- IV. A sum of Rs. being Other Fees paid in excess.

If this Applicant is from Kandy/Kurunegala/Jaffna Center,

- I. Sims Update ☐
- II. Verify Student details ☐

Relevant Comment:

Name of officer handling the PF of applicant.....

Signature:

Date:

Section 4: Payment Recommendation**OFFICE USE ONLY**

Director/Finance
The refund amounting to Rs.is /are recommended.

Relevant comments: -

.....
.....
.....
(Malabe/Metro)*Delete whichever is inapplicable

Date

..... Manager Academic Affairs (Registry/Examination)

Date

..... Director Academic Affairs