



AIMS INSTITUTE

Peenya, Bangalore

Student Number:

1. Name : _____

2. Email ID: _____ Phone Number: _____

3. Exam Registration Number: _____

4. Program:

Section:

5. Year of Joining:

Year of Passing:

6. Passed in all the Subjects (Please circle)

Yes

No

(If No mention the subject code) _____

Nature of Requisition:

Exit Form ☐

Request for Convocation Certificate ☐

Refund of College Security Deposit ☐

Request for Provisional Certificate ☐

Refund of Hostel Security Deposit ☐

Any others ☐

Any others (Please mention):

.....

Student to obtain signature from the offices mentioned below:

Authorized Person and Department	Dues	Name of Authorized Person	Sign & Date	Remarks
Program Director / Manager (Concerned Study Department)	Yes / No			
Manager – Admissions	Yes / No			
Manager – Finance	Yes / No			
Chief Librarian	Yes / No			
Manager - Accommodation	Yes / No			



AIMS INSTITUTES

Peenya, Bangalore

FEE RECEIPT IN ORIGINAL TOWARDS THE AMOUNT PAID AS COLLEGE SECURITY DEPOSIT / HOSTEL SECURITY DEPOSIT IS ATTACHED HEREWITH.

For Hostel Security Deposit - Remarks of the Hostel Warden

There are no dues to be recovered from Mr. / Ms. _____ and hence I have no objection if the Hostel Deposit is refunded to him/her.

He / She has left the Hostel on _____

An amount of Rs. _____ is to be recovered from him / her for damage and hence it be deducted from the Hostel Deposit. (To be struck off if not applicable).

Signature of Warden

Date:

Signature of Registrar

Date:

Note from the Principal

Post Exit Formalities:

I, _____ acknowledge that I have received all my original documents/transcripts submitted at the time of admission from AIMS Institutes.

Sign of Student / Guardian & Date

Note:

- Student to enclose the Testimonials received acknowledgement & Student ID card along with the form.
- After clearance of all the dues and application is verified, Certificates would be issued between 2 pm to 5 pm within 3 working days.
- If student is unable to sign form, please attach correspondence from student initiating the exit and authorizing the person to collect all original transcripts from the Institute.
- Student to share their permanent Email ID & contact number for future communication from the Institute.