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POORNIMA GROUP
ज्ञानम् विना न किमपि साध्यम्
Estd. 2000

APPLICATION FOR REFUND OF EXCESS FEES

To

   The Director,
   Poornima Group, Jaipur.

Sub:- request for Refund of Excess Fees Deposited by me.

Respected Sir,

   I have Deposited following cheques (s) /DD/(s) against fees as per detail.

Deposit cheque favoring……………………………………..

Cheque/DD No	Cheque / DD Dated	Amount	Name of Bank	Cheque favoring
Total (A)				

Type of fees	Receipt No.	Amount	OFFICE USE
TOTAL (B)			

EXCESS FEES	TOTAL (A) – TOTAL (B)	AMOUNT

Kindly Refund the Excess paid Amount …………..(In word)…………………………………………………..………....

Through a cheque in favor of (capital)

(The cheque will be prepared in favors of student of his / her parent.) I further certify that I have neither received the refund so far nor I have claimed it earlier.

I have given correct detail for preparation of cheque. If I request for change of detail on cheque and amount of 500/= will be paid pas cancellation charges.

Yours faithfully

Signature : - ………………..

Name   :-………………..

Reg. No   :- ………………..

OFFICE USE:

ACCOUNTS OFFICER	REGISTRAR	FINANCE DIVISION