

## Undertaking form for Reimbursement of Excess Paid Fee

Applied Refund Amount 25,000

To  
The HD  
Accounts Department,

I, JAI RATAN PRASAD SAXENA (Parents/Guardian) of HARSH BARDHAN SAXENA (Name of the student) having registration number 12217454 undertakes that my ward has paid excess fee due to reason below: -

(A) Loan Case: -

1. Name of the Bank \_\_\_\_\_
2. Contact No of the bank \_\_\_\_\_
3. Amount Received from the bank \_\_\_\_\_

\*Loan account holder should be personally liable for any dispute with bank and In case student has taken loan from the bank for hostel fee and if he/she is not availing university hostel facility then there is need of NOC from bank (i.e. bank have no objection that whether student would stay inside the University hostel or outside the campus)

(B) Scholarship from State Govt.: -

1. Name of the State Govt. \_\_\_\_\_
2. Contact no of the department \_\_\_\_\_
3. Amount Received from the Govt. \_\_\_\_\_

(C) Any other Reason (Specify the reason to deposit the excess fee)

Excessive amount paid to the College. Please reimburse the amount 25000 because my son to buy some stuff for hostel.

Note: -

1. Fill this form with correct information and upload the same to the following UMS pathway.

**UMS Navigation → FMS → Fee Dashboard → Apply Reimbursement**

2. Pass book copy of parents is required in case if reimbursement amount is more than Rs 10000/- and below Rs 10000/- students can give their pass book copy and to be noted that bank details i.e., Account holder name, bank account number and IFSC code should be very clear
3. All process of reimbursement will take 15-20 days from the date of submission of documents as well as completion of all above mentioned reimbursement formalities

Regards,

Jai Ratan Prasad Saxena  
Signature of the Parent/Guardian

FATHER  
Relationship with Student

20/10/2022  
Signing Date

9199681185  
Parent's Mobile No

6202804629  
Student's Mobile No.

Jairatan0007@gmail.com  
Parent's Email ID