

Undertaking form for Reimbursement of Excess Fees

To

Applied Refund Amount 13900

The HD

Accounts Department,

I, Taorem Noren Singh (Parents/Guardian) of Taorem Lucky Singh (name of the student) having registration number 11912482 undertake that my ward has paid excess fee due to reason below:-

(A) Loan Case: -

1. Name of Bank

2. Contact No of bank

3. Amount Received from bank

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

(B) Scholarship from State Govt: -

1. Name of State Govt

2. Contact no of department

3. Amount received from Govt

(C) Any other Reason (Specify reason for deposit excess fee)

I Paid the full hostel fee for 1 year but due to covid -19, my son has to leave the university. And some money deposited in my son's account.

Note: -

1. After filling this form upload document online on UMS in following link: -
UMS Navigation ---FMS---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,

T. noren Singh
Signature of the Parent/Guardian

Son
Relationship with Student

25/04/2022
Signing Date

8974849231
Parent's Mobile No

9362657944
Student's Mobile No.

luckytaorem5@gmail.com
Parent's Email ID