

Security Deposit Refund / Clearance Form
Leftover/Program Transfer

Name _____ registration # _____ of _____ program. Kindly refund my Security Deposit after adjustment of my dues.

Leaving SZABIST without completing degree

Transfer to Program within same campus

Reason for Leaving: _____

Kindly transfer my security deposit to new program.

Please issue my cheque in favor* of _____

*Cheque will be issued in the name of student or parents only which must be picked up within six months of issue date, after which the cheque will be forfeited.

Student Cell #: _____ Email ID: _____

Student (Sign & Date)

For Office Use Only (Do not write below this line)

No outstanding dues : Remarks: Library

Librarian (Sign & Date)

Computer Lab

Lab Domain Account is disabled Remarks: _____
Software copyright submitted

Manager Systems (Sign & Date)

Finance Office

Security Deposit			Printing & other Charges		
Other Payables			Library Dues		
			Degree Fee		
Total Payable			Total Receivables		

Payable Rs. _____ paid vide cheque number _____ dated _____
Receivable Rs. _____ paid vide challan number _____ dated _____

Financial Controller (Sign & Date)

Note: Validity of clearances date is **ONE** month. Records Office will not accept this form, if the clearances are more than a month old at the date of submission.

Records Office

Records file of above mentioned student has been closed
Graduating Student Survey Form Entered

Controller Records (Sign & Date)

Please submit this form in the admission office

Admission Office (Sign & Date)

EXIT INTERVIEW BEFORE GRADUATION

<p>THINGS I LIKE MOST /EXPERIENCE IN SZABIST Program Manager's Remarks.</p>	
<p>Deficiencies in Program / SZABIST _____ Program Manager's Remarks</p>	
<p>Recommendation for Improvement _____ Program Manager's Remarks</p>	
<p>Why you want to leave SZABIST: Program Manager's Remarks</p>	

Student Name and Registration No

Program Manager Sign