



**INDIAN INSTITUTE OF TECHNOLOGY (INDIAN SCHOOL OF MINES) DHANBAD
OFFICE OF THE DEAN (ACADEMIC)**

FORM FOR REFUND OF EXCESS FEE PAID BY THE EXISTING STUDENTS

(Candidates are required to send the duly filled-in form with enclosures to refund@iitism.ac.in)

1.	Academic Year			
2.	Admission No		Semester	
3.	Category	UR / SC / ST / OBC / PWD / EWS		
4.	Name of Student			
5.	Institute E-mail ID			
6.	Mobile No			
7.	Applicable Fee Amount that was required to be paid by the student		Rs.	
8.	Mode of payment	Net-Banking / Debit Card / Credit Card / Online-Wallets / UPI / Others		
	If Others (pls specify)			
9.	Excess Amount to be refunded back to the student		Rs.	
10.	Details of Bank Account where the money to be refunded:			
	Bank A/c No		Bank Name	
	Bank IFSC Code		Bank Branch Code	
11.	Remarks (if any):			

12. Details of Bank Transactions made by the student:

S. No.	Amount Deposited*	Order No (Mandatory for Online payment) UTR No./ Reference No. (For Offline payment)	Date of Transaction	Proof of Payment enclosed (Yes / No)
1				
2				
3				
4				

*To be verified by Finance & Accounts before processing refund

Enclosures in support of claim:

1. Proof of Payments (Transaction Slip / Bank Statements).
2. Any other document (please specify) _____

Date: _____

Signature of the Student: _____

FOR OFFICE USE ONLY

1. Fee amount required to be paid by the student: Rs. _____
2. Fee waiver case: No _____ ; Yes _____ with percentage _____
3. Refund Amount: Rs. _____
4. Refund request received on _____

Dealing Assistant

AR (UG / PG)

DR (Academic)

Date: _____

Date: _____

Date: _____

*Sanctioned Rs. _____

Dean (Academic)

Date: _____

*To be verified by Finance & Accounts before processing refund