

SECURITY DEPOSIT REFUND / TRANSFER FORM

(For Regular SZABIST Students)

Name: _____ Registration No: _____ Program: _____					
Contact No: _____ E- Mail ID: _____					
Kindly refund my Security Deposit after adjustments of my dues.					
<input type="checkbox"/> Leaving SZABIST w/o completing degree					
<input type="checkbox"/> Transfer to <input style="width: 150px;" type="text"/> program within same campus.					
Reason for Leaving: _____					
<input type="checkbox"/> Kindly transfer my security to new program.					
Please issue cheque in favor* of _____.					
*Cheque will be issued in the name of student only.					
				_____ Date	_____ Signature of Student
<i>For office use only (Do not write below this line)</i>					
<u>Library</u>					
System generated library dues list attached.					
					_____ Librarian (Name & Sign)
<u>PRO</u>					
Remarks: _____					
					_____ PRO (Name & Sign)
<u>Finance Office</u>					
Security Deposits (Visa, Campus, Hostel)			Outstanding Fees		
Other Payables			Transportation Fees		
Total Payables			Total Receivables		
Balance AED: _____ paid vide cheque number _____ dated _____.					
					_____ Finance (Sign & Date)
Remarks: _____					
_____ Manager Operations		_____ Program Manager		_____ Student Advisor	
<u>Records Office</u>					
Records file of above mentioned student has been closed.					
					_____ Controller Records (Sign & Date)
Please submit this form in Admission office.					
					_____ Admission Office (Sign)

Note:

- Visa, campus and hostel security deposits will be refunded after 15 days.
- A refund of more than AED 250 will be released in the form of cheque.
- Student ID Card has to be submitted for Library Clearance.