COCHIN UNIVERSITY OF SICENCE AND TECHNOLOGY

Format for requesting refund in case of excess amount remitted.

THIS FORMAT IS INTENDED FOR REQUESTING REFUND OF EXCESS AMOUNT REMITTED THROUGH THE PAYMENT GATEWAY OF THE UNIVERSITY DUE TO THE PROBLEMS IN THE WEBSITE OR CONNECTIVITY ONLY

Sl No.	Particulars	
1	Name of the remitter	
2	Address	
3	Unique Identification No. assigned by the University.	
4	Purpose of the remittance (ie. Tuition fee/Hostel fee etc.)	
5	Department/Section concerned	
6	Amount to be remitted	
7	No. of instances the amount was remitted.	
8	Mobile No.	
9	Email id	

Details of Remittance

Sl No.	UTRNo.	Date	Amount	Receipt No. and date (if available)
1				
2				
3				
4				

DECLARATION

1. I have attached a copy of my banks statement/ other relevant documents evidencing that I have made the excess payment to the University.
2. I understood that the excess amount will be refunded only if the excess amount is credited to the bank account of the University by the intermediary.
3. I understood that the excess amount remitted will be refunded to the source from which the payment was made.

Signature with date

FORWARDED BY

Certified that the applicant has remitted an amount of Rs………………………… as ………………………………… (purpose) and no due is pending from the student in this regard.

Head of the Department/ Section Officer

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