

**FORMAN CHRISTIAN COLLEGE  
(A CHARTERED UNIVERSITY)**

**Follow the steps:**

1. Fill complete form
2. Sign & Stamp from residential life office
3. Sign & stamp from your hostel guardian
4. Photo copy this form
5. Drop form in Food & Beverage Office & Get Receiving

**Hostel Clearance & Security Refund Form**

I \_\_\_\_\_ Roll # \_\_\_\_\_ Class \_\_\_\_\_ Date \_\_\_\_\_

Hereby apply for the refund of my security.

\*Month and year of Admission \_\_\_\_\_ Name of Hostel \_\_\_\_\_ Room # \_\_\_\_\_

Reason for leaving the hostel \_\_\_\_\_

Only cross cheque can be issued for any amount more than 2,000 Rs

Title of Bank Account \_\_\_\_\_ Applicants signature \_\_\_\_\_

Contact # \_\_\_\_\_

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**For Office Use Only**

Mess Charges \_\_\_\_\_

Dues to be deducted, if any \_\_\_\_\_

Fine \_\_\_\_\_

\*Date of leaving hostel \_\_\_\_\_  
{by hostel guardian}

**Hostel Guardian**

**Food & Beverages Office**

**Residential Life Office**

- Bring photo copy of your Hostel clearance & Security Refund Form to get the receiving/Acknowledgment.
- Cheque will be given after 20 working days.(Excluding Saturday & Sunday)
- Cheque collection time is between 2:00 pm to 4:00 pm from Monday to Friday.
- Cheque should be collected within 6 months. If not collected within specified time, security would collapse.
- Please bring photocopy of your CNIC / 8-Farm at the time of Cheque collection.
- For cheque collection, applicant has to visit accounts office or he/she may nominate someone else to collect cheque through authority letter signed by applicant. Authority letter must be accompanied by photocopy of CNIC of applicant and the authorized person shall bring original CNIC with him/her.
- Financial AID recipients are not eligible for refund.
- All above particulars are mandatory. Incomplete Application will not be entertained in any case.

Received the sum of Rs \_\_\_\_\_

Paid By \_\_\_\_\_

Receipt No \_\_\_\_\_

Dated \_\_\_\_\_

I have no further claims against  
Hostel & Mess Department,  
Forman Christian College, Lahore  
(A Chartered University)

(For Accounts Office Use Only)

Prepared by \_\_\_\_\_

Checked by \_\_\_\_\_

Approved by \_\_\_\_\_

Residential Life Office ----->

Food and Beverages Office ----->

Accounts Office