



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

FORM FOR REFUND OF SECURITY (Intermediate/Graduation/Post Graduation)

1. Name (in block letters): \_\_\_\_\_
2. Father's name (in block letters): \_\_\_\_\_
3. Roll number: \_\_\_\_\_ Class:  Uni  Inter
4. Reason of leaving the college:  Degree completed  Others
5. Title of Bank Account: \_\_\_\_\_
6. Cheque Status (Cross Cheque) \_\_\_\_\_
7. Contact # (Phone #) \_\_\_\_\_

**Note: (Please Read Carefully)**

- Cheque collection time is between 2:00 pm to 4:00 pm from Monday to Friday.
- Refund will only be given in the form of Cheque (No cash payments will be made)
- Bring photo copy of your Security Refund application form to get the receiving/Acknowledgment from Student dealing executives.
- Please attach **original college I.D card & original mark sheet** photocopy of Inter/ **degree** photocopy of Graduates/ Post Graduates.
- College **leaving certificate** in case of leaving college during the Term.
- Cheque will be given after 20 working days.(Excluding Saturday & Sunday)
- Cheque should be collected within 6 months. If not collected within specified time, security would collapse.
- Security can only be claimed within a year of graduation from college or university.
- Those who have received F.Aid are not eligible for refund.
- Please bring photocopy of your CNIC / B-Form 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.
- All above particulars are mandatory. Incomplete Application will not be entertained in any case.

**Undertaking:**

I hereby undertake that I have carefully read & accepts the above mentioned terms & conditions.

Student Signatures & date \_\_\_\_\_

Accounts Signatures & date