



NO DUES CERTIFICATE FOR REFUND OF LAB CAUTION DEPOSIT

Name		
Student ID No.		
Program		College :
Bank Details for Telex Transfer : (Parent's Bank Account)	Beneficiary Name : IBAN No. (Mandatory) : Bank : Branch : Country : Swift Code :	

This is to certify that the above mentioned student has cleared all his / her dues with the following Department:

S.No.	Department	Authorised Person	Remarks **	Signature
1	Departments of Semester ____	Chairpersons		
2	Visa Cancellation (10 days prior to relieving date)	HR & Admin.		
3	Laboratory	In-charge		
4	Library	Dy. Chief Librarian		
5	IRO	Dean - IRO		
6	Accounts	Manager (F & A) - In-Charge		
7	IT (PC/laptop, Accessories, Software etc.) (Pls take back-up of email & Data before getting the signature from IT)	Sr. Executive - IT		
8	Admissions (to cancel / close Student File)	Sr. Manager – Admission & Regn.		
9	Student Services	Student Service Officer		
10	Administration (Id card, badge, insurance card)	HR & Admin.		

* - Indicate the dues if any :

Dean (Examinations)

DEAN



Note :

- **The lab caution deposit will be refunded ONLY by way of cheque in the name of the parent.**
- **If the parents are staying outside UAE, the amount will be transferred to their bank account by way of Telex Transfer.**
- **No Refunds will be paid by Cash.**
- **For those who are under University Visa, the caution deposit will be refunded after proper cancellation of the visa.**
- **The cheque / telex transfer will be processed within 15 days upon submission of the No Dues Certificate to the Accounts Department.**