



The Institute of Chemistry Ceylon

Certificate - Release of Refundable Deposit of Students

Section to be filled by the student

Registration No.

Study Programme: (please mark the relevant box)

BSc Hons

GIC

Advance Diploma

DLT

(Chemical Science)

1. Name :

2. Address :

3. Contact Number : E-mail :

4. Bank Account No : Bank & Branch:

5. Amount of the Refundable Deposit made : Date of Payment:.....

6. Reason for claiming the Refundable Deposit: Completion of Study Programme/ Pre-mature Exit/

Any Other Reason:

7. Year of Completion / Pre-mature Termination of the Study Programme :

I herewith attach the Identity Card issued to me by the Institute/ I have lost the Identity Card and I understand that a charge is imposed for my failure to return it (*strike-off the sentence not applicable*) . Proof of the payment is submitted herewith and request the release of the refundable deposit after recovering dues, if any.

Signature of the Student: Date:

INSTRUCTIONS TO THE STAFF:

- Only the relevant officer identified in the 4th column of the table shall certify and sign the certificate.
- AR- Administration shall coordinate the completion of the certificate and forwarding it to the Accounts Department who will prepare the refund voucher based on the information given herein.

Category	Type of recovery	Amount to be recovered	Designation of the Officer certifying the recovery	Signature of the Officer & Date
LAB	Lab Breakages	NIL/	Educational & Service Officer	
LIBRARY	Library Dues	NIL/	Librarian/ (Deputy /Asst. Librarian)	
ENROLLMENT	Re-registration & Exam Fees	NIL/	Asst. Prog. Coord.(B Sc/ GIC) OR Asst. Prog. Coord.(DLT)	

ENROLLMENT	Registration Fee	NIL/	Accounts department	
	Tuition Fee	NIL/		
	Fines, if any	NIL/		
CONVOCATION	Convocation Fee	Asst. Registrar - Admin	
	Fee for Additional Guests (if any)		
MEMBERSHIP & ALUMNI	Associated Membership Fee (for life)	Asst. Registrar - Admin	
	Alumni Association Fees		
IChemC IDENTITY CARD	Returned /Not returned	NIL / Rs.1000/-	Asst. Registrar - Admin	
Total Amount to be Recovered				

REMOVAL OF STUDENT EMAIL ACCOUNT

The email account of the above student has been removed from the system.

Signature of the Educational & Service Officer :

Date :

SUBMISSION TO THE ACCOUNTS DEPARTMENT

TO: SENIOR ACCOUNTANT / ASST. FINANCE MANAGER

Please deduct total of the amounts given in 3rd column of the above table from the Refundable Deposit of the student concerned and release the balance, if any to the account of the student of which details are given above.

Duly perfected Certificate as above is submitted for early action please.

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Signature of Senior Administrative Executive

Date: