

To  
The Registrar  
The Assam Royal Global University  
Guwahati – 781035

**Subject: Request for the refund of Caution Money (programme/Hostel/ both programme and hostel)**

Through the HOD, Department of \_\_\_\_\_,

Royal School of \_\_\_\_\_

Respected Sir,

Most respectfully, I would like to state that I have completed my **Diploma/ Graduation/Post Graduation** in \_\_\_\_\_ (*Name of the programme of study*) in the year \_\_\_\_\_ from this prestigious university. Therefore, I would like to request you to refund the Caution Money (refundable amount) of the **programme/Hostel/ both programme and hostel** that has been deposited at the time of admission.

Being an alumnus of this prestigious university, I willingly **agree/ disagree** to contribute a part of the caution money in the denomination of Rs. 1000/- or Rs.2000/-or Rs.3000/- or the whole caution money amount as stated below to the University Alumni Fund:

1) **Rs.1000/-**      2) **Rs. 2000/-**      3) **Rs. 3000/-**      4) **Rs.4000/-**      5) **Rs. 5000/-**

(Rupees \_\_\_\_\_)

The documents are enclosed along with the application for your perusal and necessary action.

Thanking You.

Yours faithfully,

**Name:**

**Roll No:**

**Registration No:**

**Date:**

**Enclosure:** 1) Photocopy of Final Semester gradesheet.  
2) Photocopy of Admission Money Receipt (Course/ Hostel, as applicable)).  
3) A blank cancelled cheque for bank details.

**Forwarded by:**

Head of the Department/ School