SLIIT LIBRARY DEPOSIT REFUND FORM – STUDENT

I undersigned, hereby apply for the refund of library deposit. Enclosed the Original receipt / Indemnity bond

01. Full Name ……..

02. Student ID No. | | | | | | | | | | Contact No. | | | | | | | | | | |

03. Library Membership No. | | | | | | | |

04. Type of the deposit ▢ Rs. 3000/= ▢ Rs. 6000/= (*Please tick appropriate)*

05. Original Receipt No. **SLI-LKR** | | | | | Issued date: | | | | | | |

06. If transferred from any other sliit library please mention the former Library ……

- **If any member has lost the original receipt He / She Has to sign a bond to refund the deposit**

07. Signature: …… Date: …….

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08. This is to certify that the above member has : ***Office Use only***

- ☐ Returned all borrowed items to the library
- ☐ Paid all dues to the library
- ☐ Has to Pay Overdue / Damage / Losses
- ☐ Received Original Receipt for Refund
- ☐ *Not submitted the original receipt* & Indemnity bond Attached

09. Please arrange for the refund of the following amount to the above named:

Library Deposit in full = Rs. | | | | | | |

Deduction = Rs. | | | | | | |

Total Amount Refundable = Rs. | | | | | | |

10. Form Collected by: …….. Collected date … / …/ …….

Certified & Approved by the Librarian

11. Refund the Library Deposit full / Amounted Rs……. is recommended

12. Signature: …….. Date: …….

Receipt of acknowledge – Library Deposit Refund

To :…….

Received the refund form on …/… /……

Signature of the Staff: …… Date: ……