Instructions for Collecting Certificates and Reimbursement of Fees

For Students Who Got Allotment to Other Colleges

1. Take a printout of the **two** request forms (given below), fill the forms and put your signature wherever necessary.

2. Students shall produce the original fee receipts for reimbursement purposes.

3. Students shall collect the token from the helpdesk (Located at ground floor of the administrative block).

4. Submit the request form for document collection at the Front Office (in front of Principal's room).

5. You can collect the documents from the Main office, based on your token number.

6. Submit the PTA refund request form (given below) and all original receipts at PTA office (ground floor of administrative block)

REQUEST FOR RETURN OF ORIGINAL CERTIFICATES

From

---   (Write your name and address here)

To

        The Principal
        Rajiv Gandhi Institute of Technology
        Kottayam.

Sir,

Sub: Allotment to another college on higher option – Request for return of original certificates – reg.

I ………………………………………………………………………….(Write your name here)

Admission No. …………………… got allotment to ……………………………………………

……………………………… (Write name of newly allotted institution). So I request you to return the original certificates submitted by me during admission. / I request you to hand over the original certificates submitted by me to the person to whom I hereby authorize whose identity particulars attached herewith.

Photograph of the authorized person
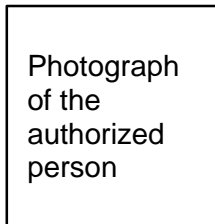
Signature of authorized person:

Aadhar No of authorized person:

Place: Pampady   Yours faithfully
Date:

                                     Name & Signature Of the candidate

REQUEST FOR REFUND OF PTA FUND

To

The Principal
Rajiv Gandhi Institute of Technology Kottayam.

Sir,
Sub:- Allotment to another college on higher option – Request for refund of PTA Fund – reg.

I ………………………………………………………………………….(Write your name here)

Admission No. …………………… got allotment to ………………………………………………

……………………………… (Write name of newly allotted institution). So I request you to refund

the PTA fund paid by me during admission. The original receipt is attached herewith.

Place: Kottayam   Yours faithfully
Date:

                                                                                              (Signature)

                                                                                              Name & Address: