

Name: _____ Registration No: _____ Program: _____

Contact No: _____ E- Mail ID: _____

Kindly refund my Security Deposit after adjustments of my dues.

 Leaving SZABIST w/o completing degree

 Transfer to program within same campus.

Reason for Leaving: _____

 Kindly transfer my security to new program.

Please issue cheque in favor* of _____

*Cheque will be issued in the name of student only.

_____ Date _____ Signature of Student

For office use only (Do not write below this line)

Admissions

Remarks: _____

_____ Admission Office (Sign)

PRO

Remarks: _____

_____ PRO (Name & Sign)

Library

Remarks: _____

_____ Librarian (Name & Sign)

Finance Office

Security Deposits (Visa, Campus, Hostel)			Outstanding Fees		
Other Payables			Transportation Fees		
Total Payables			Total Receivables		

Balance AED: _____ paid vide cheque number _____ dated _____.

_____ Finance (Sign & Date)

Remarks: _____

_____ Program Manager

_____ Student Advisor

Records Office

Remarks: _____

_____ Controller Records (Sign & Date)

Remarks: _____

_____ Manager Operations (Sign & Date)

Note:

- Visa, campus and hostel security deposits will be refunded after 15 days.
- A refund of more than AED 250 will be released in the form of cheque.
- Student ID Card has to be submitted for Library Clearance. Failure of submission will lead to fine of AED 50/-.