SZABIST
Dubai Campus

SECURITY DEPOSIT REFUND / TRANSFER FORM
(For Regular SZABIST Students)

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/-.

Revised May 7, 2015