



CAMPUS SECURITY DEPOSIT REFUND / TRANSFER FORM

Dubai Campus

(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 or parents only which must be picked up within six months of issue date, after which the cheque will be forfeited.*

_____ 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:

- Campus security deposits will be refunded after 30 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/-.
- In case of nominating someone else to collect the cheque the student should give an authority letter to the Finance Department; the nominee in order to collect documents will have to submit a copy of the Emirates ID