



Format for Clearance and No Dues for Final Settlement and Release of Student Exit / Withdraw Admission

1. Name of the Student	
2. Contact no	
3. Enrolment No.	
4. Programme	
5. Email id	
6. Academic Session & Semester	
7. Reason	<input type="checkbox"/> Admission Cancelled <input type="checkbox"/> On Completion of the Course
8. Bank Account No.	
9. IFSC Code	
10. Bank Account Holder	

You are requested to collect all institute assets which may have been handed over to the student and indicate the outstanding, if any, receivable from him. Respective Departmental Head may please sign.

<u>Department/Office</u>	<u>Recovery if Any</u>	<u>Name</u>	<u>Signature</u>	<u>Remarks</u>
1. Admin Department				
• ID Card				
• Locker Keys (If Any)				
2. Library				
• Books/Magazine/Credential /CDs etc.				
3. Accounts Department				
• Pending Fees				
• Late Fine				
• Re-Jury Fees				
• Hostel Charges				
• Mess Charges				
• KU Alumni Membership Fees				
4. Department (If applicable)				
• Departmental Equipment				
• Workshop Equipment				
• Computer Lab				



<u>Department/Office</u>	<u>Recovery if Any</u>	<u>Name</u>	<u>Signature</u>	<u>Remarks</u>
5. Hostel (If applicable)				
• Attach hostel no dues clearance				
6. Sports and Gym (If applicable)				

<u>Information for Further Correspondence.</u>	
Parent's Name:	<u>Permanent Address:</u>
Parent's Contact No.:	
Email ID:	

<u>Institute Remarks:</u>

P.S. Please attach the confirmation of filling Alumni Form & receipt of alumni membership fees payment.

Signature of Parent's/Guardian/ Student
Date:

Stamp & Signature of Head of Institution
Date:

Note: Please file in 'student's file' after completion of 'No dues formalities.