# RVG Educational Foundation

## Hostel Leaving Application Form
### (Students vacating hostel permanently)

Date of leaving Hostel: ____/____/_____

To,
**THE SUPERINTENDENT / WARDEN**
57, Lallubhai Shamaldas Road,
Andheri (W), Mumbai -400 053

Sir/Madam,

**I am leaving hostel permanently and accordingly submit herewith the following documents:**

1. RVG Alumni Application Form for Membership duly filled, signed & affixed recent photograph
2. Identity Card & Keys
3. Advance Stamped Receipt duly signed after affixing revenue stamp of Rs.1/-
4. Group Medical Insurance card
5. I confirm that I have taken all my luggage, baggage and nothing is left behind. If anything is found you may dispose it off.

**My relevant details are as follow:**

UID No.: _____ Room No.: _____ Bed No.: _____

Mobile No.: _____ Email ID: _____

Date of completion of Articleship:_____ Term Expiry Date: _____

No dues confirmation of A) Mess: _____ B) Laundry _____

Kindly credit the security deposit refund amount subject to deductions if any directly to my bank account as recorded with RVG through NEFT.

Yours sincerely,

**Name of the student and signature**                    **Signature of the Receiver & Date**

## FOR OFFICE USE

| No. | Particulars for refund of Security Deposit | Remarks/ Details | Amount (Rs.) |
|---|---|---|---|
| 01 | Security Deposit of Student | | |
| 02 | Less: RVG Alumni Associate Membership Fees | | |
| 03 | Less: Non submission of Identity Card | | |
| 04 | Less: Non submission of Key(s) | | |
| 05 | Less: Fine for overstay @Rs.500/- per day, if any | | |
| 06 | Less: Non submission of Insurance card | | |
| 07 | Less: Any other Charges | | |
| 08 | Balance amount payable | | |
| 09 | NEFT (Done On) | | |

| | |
|---|---|
| Room Checked By: | Database Updated On: |
| Prepared by (Name): | Verified By (Name): |
| Accountant: | Administrator: |