



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. Exit Questionnaire form duly filled.
6. 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.590/- 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:	