

SREENARAYANAGURU OPEN UNIVERSITY
KOLLAM

APPLICATION FOR REFUND

(This form is only for learners who are not able to submit refund application through the learners portal)

1	Name of the Learner		
2	Enrollment/Application Number *Copy of application/Admit Card needs to be enclosed		
3	Registered Mobile Number		
4	Registered Email ID		
5	Reason for refund (Tick one from the given)	1. Cancellation 2. Withdrawal of application 3. Multiple Payment 4. Others(Specify the reason)	
6	Amount paid		
7	Payment Transaction ID & Transaction Date *Copy to be enclosed		
	Account Details to which refund needs to be remitted *Copy of Passbook/cancelled cheque needs to be enclosed	Bank Name	
		Branch	
		A/c Holder Name	
		Account No	
		IFSC	
8	TC details(if available) **Only for learners who received admit card		
9	Whether received printed SLM *If Yes recommendation of the LSC Coordinator is mandatory	Yes/No	

*Mandatory enclosures. Needs to be enclosed along with the refund application.

**If TC is not available, the TC applied date may be given by the learner.

All refund applications must be submitted to the University Headquarters with the required enclosures without fail.

Undertaking

I agree that the details given above are true to the best of my knowledge and belief. I understand that any mismatch in the given data will lead to rejection of the refund application.

Place:

Date:

Signature of the Learner

For LSC Use only(Remarks)

Receipt of printed SLM (SLM issued or not, give details)	
Seal and Signature of LSC Coordinator	

Office Use only(Remarks)

RCHQ Section	Applied Date	TC Status	Refund Eligibility
IT Section			
Finance Section	Eligible Amount		
	Remarks		