

The Dean  
 School of .....  
 Kathmandu University  
 Dhulikhel, Kavre

Date:

Subject: Refund of the caution money,

I have completed the ..... course and therefore request you to refund money deposited as per the attached. I have obtained the clearance from the concerned department as stated below:

Department	Cleared By (Full Name)	Date	All Clear	Semi Clear	Sign
Communication Lab					
Computer Lab					
EE Computer Lab					
Electrical & Electronics Lab					
Machine Shop					
ME Computer Lab					
Mechanical Workshop					
Power Lab					
Survey Lab					
Remote Sensing & GIS Lab					
Fluid, Hydraulic & Hydrology Lab					
Soil and Rock Mechanics Lab					
Construction Materials Lab					
Structural Analysis Lab					
Transportation Engineering Lab					
Geology Lab					
Strength of Materials Lab					
Animal Cell Culture Lab					
Bioinformatics Lab					
Biology Lab					
Chemistry Lab					
Immunology Lab					
Microbiology Lab					
Pharmacy Lab					
Physics Lab					
Plant Tissue Culture Lab					
Pollution Lab					
Account					
Bus					
Library					
School / Dept. Administration					
Student Welfare					

Exam Roll No.:  
 Registration No.:  
 Batch / Group :

Student's Name:  
 Student's Signature:

(For Official Use Only)	
The Finance KU, Dhulikhel Please refund an amount of Rs. .... of the caution money to the applicant.	Date :
Dean/ HOD .....	Signature:..... School of .....