

NOTICE

Date: 24/08/2026

Refund of Security Deposit – for Students Graduating in 2025–26

All students who have successfully completed UG, PG or Ph.D. Programmes or obtained EXIT after 3 years of their UG Programmes at St. Xavier's University, Kolkata, in the academic year 2025–26 are hereby informed that the **Security Deposit Refund Form** is now available and can be collected from the Finance Office of the University on all working days between 10:00 AM and 4:00 PM.

Students may collect the form only after collecting their provisional degree certificate/marksheet and must submit the duly filled form to the Finance Office to process the refund of their security deposit.

Last Date for Submission: 30th January 2027

All Refunds will be processed and disbursed only after the 8th Convocation (2027)

Please Note:

No application for refund of the security deposit will be accepted after **30th January 2027**, and the security deposit will be deemed forfeited thereafter.

Documents to be submitted along with the Security Deposit Refund Form:

1. Self-attested photocopy of the first page of the bank passbook (showing Account Number and IFSC), or Photocopy of a cancelled cheque (bearing the account details for the refund credit)
2. Copy of the 1st semester fee receipt

For any queries or clarifications, students may contact the Finance Office during working hours.

Sd/-

Registrar

St. Xavier's University, Kolkata