

To: DD Hostels

HQ NUST

Subject: Refund of Mess Security

Respected Sir,

It is humbly requested that I occupied NUST Hostel accommodation on (Date) _____ which, I wish to vacate on (Date) _____. Therefore, you are requested to kindly refund my Mess Security amounting to Rs. _____ and overpaid mess dues Rs. _____

Student's Name: _____ Father Name: _____

Reg #: _____ CNIC #: _____ School: _____ Discipline: _____

Hostel: _____ Room #: _____ Cell #: _____ Email ID _____

A/C Title _____ A/C # _____

(Only HBL) Bank Name & Address _____

My comments about messing are:

Ser	Description	Excellent	V. Good	Good	Satisfactory	Unsatisfactory
a.	Catering					
b.	Cleanliness					
c.	Conduct of Staff					

Reason for vacating the hostel. _____

Signature of Applicant: _____

(Dues will be cleared within 3 Months)

For Office Use

Entry No: _____ RV No: _____ Date: _____

Security Amount: _____ Over Paid Mess Amount: _____

Manager Hostel (Stamp & Sign) _____

AD Hostel Messing / AD Hostel Female: _____