

Ref. No.: SXUK/RO/29-08/2025

Date: 25.08.2025

NOTICE

Refund of Security Deposit – for Students Graduating in 2024 – 25

All students who have successfully completed their course at St. Xavier's University, Kolkata, in the academic year 2024–25 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.

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: 28th February 2026

Please Note:

No application for refund of the security deposit will be accepted after **28th February 2026**, 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
2. Photocopy of a cancelled cheque (bearing the account details for the refund credit)
3. Copy of the 1st semester fee receipt

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


Rev. Dr. Xavier Jeyaraj, S.J.

Registrar

St. Xavier's University, Kolkata

Registrar
St. Xavier's University, Kolkata
Action Area IIIB, New Town
Kolkata - 700 160