



Application Form for Fee Refund

Applicant's Information			
Full Name:			
Father Name:		CNIC #:	
Contact Number:		Email ID:	
School/Department:		Program:	
Date of Admission:		Fee Challan #:	
Registration No.:		Session:	
Reason of Refund:	<hr/> <hr/>		
Preferred mode of receiving the refund amount	1. <input type="checkbox"/> Cash (upto 10,000 only) 2. <input type="checkbox"/> Cross-Cheque      A/C Title: _____ 3. <input type="checkbox"/> Bank Transfer      Bank Name & Branch: _____ A/C title & A/C number: _____		
Applicant's Signature: _____		Date: _____	

Note: Signatures must be same as that on the CNIC. Please attach student card, copy of CNIC & paid fee voucher

(For Official Use Only)

Remarks by DSA	<hr/> <hr/> Signatures & Date: _____
Remarks by Director Admissions	<hr/> <hr/> Signatures & Date: _____
Remarks by DSA	<hr/> <hr/> Signatures & Date: _____
Remarks by Accounts Office	<hr/> <hr/> Signatures & Date: _____
Approval by Vice Chancellor	<hr/> Signatures & Date: _____

(Turn Over)

**Policy Guidelines (Fee Refund):**

1. Processing time for refund cases will be 30 days.
2. Deductions (if any) will be made as per the HEC & MUL policy.
3. Applicant can receive the refund amount in '*cash*' ONLY if it is up to Rs.10,000/-.
4. *Cross Cheques* and *Bank Transfer* facilities are applicable ONLY to the student's name and student's own account. If the student does not own a bank account, bank details of any family member (Blood relation) must be provided. Also attach copy of CNIC of the account holder.

Applicant's signatures and date: \_\_\_\_\_

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**Additional Remarks (For office use ONLY)**