**APPLICATION FORM FOR REFUND OF UNIVERSITY DUES/FEES**

***(FRESH ADMISSION/1ST SEMESTER ONLY)***

Name of Student: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Father’s Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Degree: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Semester \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Department: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Reg./App #. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Admission Category (Evening/ Morning) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**NOTE:** **Admission Fee is non-refundable. Tuition Fee/ Other Fees are refunded in accordance with the guidelines of Higher Education Commission (HEC). \* Refund claim (if any) shall be entertained on production of student copy only.**

Dues Deposited Rs.\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Entry Fee Deposited Rs.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Hostel Dues deposited Rs.\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

CNIC No. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Cell No.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Account No. of Student\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Bank Branch:-\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Postal Adress:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Reasons for Refund\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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 Signature of Applicant\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**For Office Use Only**

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**TREASURER, UAF**

**Comments of the Dean/Principal/Chairman:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 The above named student was admitted on (Open Merit/Evening/Self Finance/Sports).

His/Her dues may please be refunded as per UAF Refund Rules (available on overleaf).

**No:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Dated:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 **Signature/Seal**

**Refund of Fee Rules As Per Endst. No.A-1/01-15(Imp)/12509 dated 07-04-2015**

**Refund Rules (Fresh Admission/1st Semester Only)**

“If a candidate (fresh entrant) once admitted on merit in Morning/Evening Program, deposits the prescribed dues and enrolls himself/herself by submitting or not submitting UG-1/GS-10 Form subsequently leaves the University under any circumstances, total dues except “admission fee” deposited by him/her shall be refunded as per percentage and time limit given below:-

|  |  |
| --- | --- |
| **% age of dues deposited** | **Time Limit** |
| Full (100%) Refund of Entry fee and total dues/hostel dues deposited excluding admission fee. |  From 1st – 7th day of convene of classes **or depositing of dues whichever is later** **(\*)** |
| Half (50%) Refund of Entry fee and total dues/hostel dues deposited excluding admission fee. | From 8th – 15th day of convene of classes **or depositing of dues whichever is later (\*)** |
| **No Refund**  | From 16th day of convene of classes **or depositing of dues whichever is later (\*)** |

**(\*) In the case where dues were deposited after commencement of classes, the next day from depositing dues will be considered as date of convene of classes.**

* **As per HEC letter No.10-1/HEC/ A&C/ 2015/6542 dated 07-12-2015 “Time Line shall be calculated continuously, covering both weekdays and weekend”.**
* **The original fee voucher (Student’s copy) is compulsory for refund of fee.**
* **Incomplete application will not be entertained.**
* **Admission Cancel Refund:** Original fee voucher (Student’s copy) & Notification of Admission cancelation issued by the concerned department.
* **Degree Transfer/ Refund of Fee Difference**: Original fee voucher (Student’s copy) & Minus Voucher
* **Disability Refund:-** Original fee voucher (Student’s copy) & Disability form and Disability certificates **(University & District)**
* **Registration fee refund:-** Original fee voucher (Student’s copy) & Provisional certificate