

APPLICATION FORM FOR REFUND OF UNIVERSITY DUES/FEES

(FRESH ADMISSION/1ST SEMESTER ONLY)

Name of Student: _____

Father's Name: _____

Degree: _____ Semester _____

Department: _____ Regd./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 Title _____ A/c# IBAN _____

Branch Name _____ Branch code _____

Postal Address. _____

PTCL No. _____

Reasons for Refund _____

Signature of Applicant _____

Date: _____

For Office Use Only

TREASURER, UAF

Comments of the Dean/Principal/Chairman: _____

The above named student was admitted on (Open Merit/Evening/Self Finance/Sports) _____
The date of convene of classes is _____. 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	Up to 7 th 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 8 th – 15 th day of convene of classes or depositing of dues whichever is later (*)
No Refund	From 16 th 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.**