

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

**(FRESH ADMISSION/1<sup>ST</sup> SEMESTER ONLY)**

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

Father's Name: \_\_\_\_\_

Campus: \_\_\_\_\_ Faculty: \_\_\_\_\_

Department: \_\_\_\_\_ Degree: \_\_\_\_\_

Semester \_\_\_\_\_ Reg./App #. \_\_\_\_\_

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

CNIC No of Student: \_\_\_\_\_ Cell No. \_\_\_\_\_

**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 \_\_\_\_\_

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

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

\_\_\_\_\_

\_\_\_\_\_ PTCL No. \_\_\_\_\_

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

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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

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

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

The above named student was admitted on (Open Merit/Evening/Sports/ \_\_\_\_\_).  
He/She have attached required documents, His/her dues may please be refunded as per UAF Refund Rules (Printed Overleaf and amended from time to time).

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

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

**Signature/Seal**

**For Office Use Only**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**TREASURER, UAF**

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

**Refund Rules (Fresh Admission/1<sup>st</sup> 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:-

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

(\*) **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 refund 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
- **No Refund after Termination of Semester.**