

# Fee Refund Form



**(FOR STUDENT USE ONLY)**

Refund No. \_\_\_\_\_

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

## **A. Personal Information**

1. Name of Student \_\_\_\_\_
2. Father Name \_\_\_\_\_
3. CNIC # \_\_\_\_\_
4. Postal Address \_\_\_\_\_
5. Registration # \_\_\_\_\_
6. Roll # \_\_\_\_\_
7. Semester \_\_\_\_\_
8. Program \_\_\_\_\_
9. Fee Deposited Rs \_\_\_\_\_
10. Deposit Date \_\_\_\_\_
11. Challan # \_\_\_\_\_
12. Bank & Branch Name \_\_\_\_\_
13. Contact # (Optional) \_\_\_\_\_
14. Email(Optional) \_\_\_\_\_

## **B. Refund Claim Information**

Please state the reason of refund: (✓)

- (i) Ineligibility of student to apply in particular program
- (ii) Admission in other institution
- (iii) Student does not wish to continue his/ her study
- (iv) Any other reason(s) \_\_\_\_\_

## **C. Attachments**

- (i) Copy of Deposited Challan
- (ii) Copy of valid CNIC

By my signature below, I hereby certify that all information provided as a part of this application is true and correct to the best of my knowledge. I understand that a false statement may disqualify me for refund and I may become liable for legal prosecution.

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

Applicant's Signature \_\_\_\_\_

**(FOR OFFICE USE ONLY)**

**Reporting Department:** \_\_\_\_\_

Comments: \_\_\_\_\_  
Recommended/Not Recommended \_\_\_\_\_

Dealing Official \_\_\_\_\_

Incharge/Superintendent \_\_\_\_\_

Recommending Authority With Stamp \_\_\_\_\_

**Please paste your challan here**

چالان اس خانے میں چسپاں کریں

## **General Instructions**

1. Refund will be made after deduction @15% of total fee in case the student is ineligible for admission and refund will be made after deduction @10% of total fee in case the student do not wish to continue and applied for refund before dispatch of books.
2. Fee refund claims will only be made, if the application is submitted within one year after fee deposit date and books were not dispatched to the candidate.
3. All kind of other fee including but not limited to degree fee, reappear exams fee, change of name/father name, examiner registration fee, tutor registration fee, workshop centre change, late assignment evaluation fee, analysis fee, rechecking of answer scripts fee, NOC fee, subject/group change fee, tender fee etc. will not be refunded.
4. The students who have deposited their fee in excess, complete excess fee will be refunded or adjusted as the case may be.

## **Mailing Address**

**Treasurer Department (Receipts Section), Block#4, Room#3, AIOU, H-8, Islamabad (fee@aiou.edu.pk)**