

MIRPUR UNIVERSITY OF SCIENCE AND TECHNOLOGY (MUST), MIRPUR
Azad Jammu & Kahsmir



APPLICATION FORM FOR REFUND OF FEE & FUNDS

Form fee of Rs. deposited vide challan No. dated..... (Original challan attached)

Kindly refund a sum of Rs. in words:..... paid by me to the University on account of:-

<u>Sr.#</u>	<u>Description</u>	<u>Amount</u>
01-	Tuition Fee/ Examination Fee/ Hostel Fee & Funds/ /	Rs.....
02-	Securities	Rs.....
03-	Miscellaneous Funds etc.	Rs.....
Total:		Rs.
Challan No. dated:		Rs.....
Bank Branch		

Particulars of Student:

1. Name.....
2. Father's name
3. CNIC No.
4. Department.....
5. Session/Semester
6. Roll No.
7. University Registration No. *(Photocopy of Registration Card is enclosed)*
8. **Student Bank Account Detail (Compulsory):**
 - (i) Account Title:
 - (ii) Account No.
 - (iii) Bank and Branch Name
 - (iv) Branch Code:

Reason/Justification for Refund

.....

(Signature of the applicant)
Full Address

Dated:(will be considered the date on challan form of refund of dues mentioned by the bank officials).

RECOMMENDATIONS BY THE CONCERNED DEPARTMENT

Certified that the student is entitled to get refund of his fee & funds under prevailing rules & regulations. He applied for refund within stipulated period of time and no claim has been recommended in his favour previously. So the an amount of Rs. is recommended for Refund after deductions under rules in favour of above student.

Head of Department/ DDO
Signature & Stamp

Dean of Faculty
Signature & Stamp

RULES

Refund shall be allowed:

- (i) All charges other than Tuition Fee and Securities will be non-refundable;
- (ii) when a candidate is found to be ineligible to get admission/appear in the examination in accordance with University Statutes and Regulations;
- (iii) Only Tuition Fee during the 1st Semester will be refundable with the detail as under:
 - a. Up to 7th day of convene of classes (as per schedule) Full Tuition Fee (100%) refundable;
 - b. From 8th -15th day of the convene of classes (as per schedule), half Tuition Fee (50%) refundable;
 - c. From the 16th day no fee (0%) refundable.
- (iv) The amount paid is in excess of prescribed fee/erroneously deposited in the University Treasury may be refunded;
- (v) The inter-departmental adjustment of fee & funds is allowed with the prior permission of the relevant Chairpersons/Deans.
- (vi) Examinations fee of external students/affiliated colleges will be refunded upto the last date of submission of form as per schedule after 20% deduction.
- (vii) Hostel Fee will be refunded within 10 days after the allotment of seat after the deduction of 10%.
- (viii) Amount deposited in university treasury erroneously related to other institutions will be refunded within 10-days after the deduction of 20%.

A sum of Rs. received in University Treasury vide Bank Challan No. dated and after deduction an amount of Rs. is refundable under rules.

<u>Head of Account</u>	<u>Amount</u>
Major Head	Allocated
Minor Head	Progressive
Detailed Head	Receivable

**Signature & Stamp of
Relevant Head/DDO**

REMARKS BY THE ACCOUNTS BRANCH

It is verified that an amount of Rs. has been collected in University treasury vide challan No. dated on account of subject student and claim an amount of Rs. has been checked and found correct and in order. Verified that the payment is provided for in the approved budget. The sanction of expenditure is accorded under rules.

_____ Accountant	_____ Accounts Officer	_____ Treasurer
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<u>PAY ORDER</u>	
Passed for Rs. _____ (_____)	
in F/O _____ against the budget provision as mentioned above.	
_____ Auditor	_____ Audit Officer

Payment made vide cheque No. dated
_____ Assistant Cheque