



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

**APPLICATION FORM FOR REFUND OF FEE & FUNDS**

Form fee deposited with challan No. .... dated..... (Original challan attached)

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

<u>Sr.No.</u>	<u>Description</u>	<u>Amount</u>	<u>Sr.No.</u>	<u>Description</u>	<u>Amount</u>
1-	Tuition Fee	Rs.....	2-	Examination Fee	Rs.....
3-	Miscellaneous Fee	Rs. ....	4-	Miscellaneous Funds	Rs. ....
5-	Securities	Rs. ....	6-	Hostel Fee & Funds	Rs. ....
				<b>Grand Total:</b>	<b>Rs. ....</b>

**Particulars:**

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. Name of Bank & Branch .....
9. Bank Challan No. & Date: .....*(Original Bank Challan is enclosed)*
10. Reference of Rules (overleaf) ..... *(Under which section claim is submitted)*
11. Reason/Justification for Refund.....  
.....
12. Student Bank Account Detail (**Compulsory**)
  - i. Account Title: .....
  - ii. Account No. ....
  - iii Bank and Branch Name.....
  - iv. Branch Code: .....

(Signature of the applicant)

Full Address .....

.....  
.....

Dated: .....

**RECOMMENDATIONS BY THE CONCERNED DEPARTMENTS**

*Certified that the student is entitled to get refund of his fee & funds under prevailing rules & regulations. He has not attended any class after his admission. He applied for refund within stipulated period of time. No claim has been recommended in his favor previously. Recommended Rs. .... as Refund in favor of above student. Forwarded to the Treasurer for refund under rules.*

\_\_\_\_\_  
**Director Students Affairs**  
Signature & Stamp

\_\_\_\_\_  
**Head of Department/ DDO**  
Signature & Stamp

\_\_\_\_\_  
**Head of Faculty**  
Signature & Stamp

**RULES**

Refund shall be allowed:

- (i) All charges other than Tuition Fee will be non-refundable;
- (ii) When a candidate is found to be ineligible to get admission/to appear in the examination in accordance with University Statutes and Regulations;
- (iii) When a candidate dies before the commencement of class/examinations or withdraw/vacate his/her admission/seat before the start of class;
- (iv) Only Tuition Fee during the 1<sup>st</sup> Semester will be refundable with the detail as under:
  - a. Up to 7<sup>th</sup> day of the convene of Classes (as per schedule) Full Tuition Fee (100%) refundable;
  - b. From 8<sup>th</sup> – 15<sup>th</sup> day of the convene of classes (as per schedule), half Tuition Fee (50%) refundable;
  - c. From the 16<sup>th</sup> day no fee (0%) refundable.
- (v) The amount paid is in excess of prescribed fee/erroneously deposited in the University Treasury;
- (vi) The inter-departmental adjustment of fee & funds is allowed with the prior permission of the relevant Chairperson/Dean.
- (vii) An Amount of Rs. .... is sanctioned for Refund in light of above rules.
- (viii) The Budget provision for the Financial Year ..... is as under.

<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**

A sum of Rs. .... received in University Treasury vide Bank Challan No. .... dated ..... The amount of Rs. .... is refundable under rules.

Certified that claim 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.

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

Payment made vide cheque No. .... , amounting Rs. ....dated .....	_____ <b>Assistant Cheque</b>
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