

# Khwaja Fareed University of Engineering and Information Technology, Rahim Yar Khan

## APPLICATION FORM FOR REFUND OF SEMESTER & SECURITY FEE

(To be submitted to the Office of the Registrar)

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

Program: \_\_\_\_\_

Application for Refund of: (Tick Appropriate Box Below)

Security Fee (Deposited at the time of admission)

Semester Fee (Fall/Spring \_\_\_\_\_)

### STUDENT'S PARTICULARS

1. Applicant's Name: \_\_\_\_\_ 2. Reg. No. \_\_\_\_\_  
(As per Matric Certificate - IN BLOCK LETTERS)

3. Father's Name: \_\_\_\_\_ 4. Student's CNIC No: \_\_\_\_\_  
(IN BLOCK LETTERS)

5. Reason(s) for Requesting Semester & Security Fee refund (Please Attach Photocopies of Supporting Documents):

\_\_\_\_\_  
\_\_\_\_\_

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

Contact No.: \_\_\_\_\_

\_\_\_\_\_  
Signatures of the Applicant

Copy of Challan Form (First & Last Deposited)

Copy of Transcript (Interim)

### FOR OFFICIAL USE ONLY

#### HEAD OF DEPARTMENT

Observations / Recommendations: \_\_\_\_\_  
\_\_\_\_\_

RECOMMENDED /  NOT RECOMMENDED

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

\_\_\_\_\_  
(Signatures with Stamp)

Forwarded to the Office of the Registrar

### OFFICE OF THE REGISTRAR

Observations / Recommendations: \_\_\_\_\_  
\_\_\_\_\_

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

\_\_\_\_\_  
(Signatures with Stamp)

### UNIVERSITY RULES GOVERNING REFUND OF SEMESTER & SECURITY FEE

- Admission Fee paid at the time of admission is Non-Refundable.
- 100% of remaining fee is refundable if application for admission cancellation is received up to 7th day of convening of classes or registration in the department (whichever is later).
- Refundable security and 50% of remaining elements of fee will be refunded if application for admission cancellation is received from 8th to 15th day of convening of classes or registration in the department (whichever is later).
- Only refundable security will be refunded if application for admission cancellation is received from 16th day onward from the day of convening of classes or registration in the department (whichever is later).