

UNIVERSITY OF THE PUNJAB

Form of application for refund of fee, Examination fee, Registration fee, Excess fee etc.
N.B., Please underline nature of the fee claimed.

To

THE TREASURER,
University of the Punjab,
Lahore.

Sir,

I have the honour to request you kindly to refund the sum of Rs.....
Paid by me to the Treasurer, University of the Punjab, on account of Examination
Certificate

200 . The necessary particulars are given below:-

.....
Signature of the applicant
Name in block letters.....
Full Address.....
Dated.....

PARTICULARS

- 1. Name of Examination.....Year and Session.....
- 2. Roll No.....3. Registered No.(if any).....
- 4. (a) Institution from which appeared applied.....
(b) District or State from which appeared applied.....
- 3. Subject taken up
- 6. Amount of fee paid.....
- 7. University Bank Challan No. and Date.....
Mention Bank Chalan No. & date and attach Photo Copy otherwise application
Will not be entertained.

- 8. Amount claimed as refund
- 9. Reasons for claiming refund and reference letter No:-.....
.....
.....
.....

RULES

Refund of fee shall be allowed:-

- (i) When a candidate is found to be ineligible to appear in the Examination concerned in accordance with University statutes. (Original letter must invariably accompany the refund form.
- (ii) When a candidate dies before the commencement of the examination (Death and legal heir certificate duly attested by a Ist class Magistrate must be attached with the refund form)
- (iii) If the amount paid is in excess of the prescribed fee
- (iv) Change of centre/subject Fee if not affected.
Provided further that in case of private candidates a Deduction of 25% shall be made if the admission fee is paid but the form of a admission if not received or if refund is allowed under clause (i) and (iv) above.

Name: _____
Father Name: _____
Address: _____

Name: _____
Father Name: _____
Address: _____

- (v) A CLAIM FOR REFUND OF FEE SHALL BE ENTERTAINED ONLY IF IT IS MADE WITHIN ONE YEAR FROM THE DATE OF COMMENCEMENT OF THE EXAMINATION.
- (vi) Admission fee shall be refunded after the result of examination has been declared
- (vii) FEES WHICH ARE REFUNDABLE UNDER THE RULES ARE NOT ADJUSTABLE TOWARDS ANY PAST OR FUTURE ACCOUNT.

Remark by the
 Branch Name of the Examination Year
 Name of the Candidate Roll No
 Institution/District Subject

Reason for refund of fee:

[illegible]

Signature of Assistant/Assistant Controller
(Exams)

Signature of refund clerk

A sum of Rs.....if received be refunded.....
Rupees.....

Treasurer

University of the Punjab.

Assistant treasurer

Deputy Treasurer

Pre-audited & Passed for Rs.....
Rupees.....

Assistant Audit

Resident Auditor

Budget provision exists?.....

Prepared by

Checked by

Cheque written by on

PAY ORDER

Pay Rs.

Rupees.....

Budget Head.....

Examined.....

Assistant Account.....

Cheque No.....Dated.....

Assistant Treasurer/Treasurer
Dy. Tr.