

**COMSATS Institute of Information Technology**  
**Registrar Office, Principal Seat, Islamabad**

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No. CIIT-Reg/Notif-914/12/1364

Dated: September 18, 2012

**NOTIFICATION**

Subject: **National Level Fee-Refund Policy at Higher Education Institutions of Pakistan**

In adoption to the decision of Higher Education Commission, circulated vide letter No. 10-1/HEC/A&C/2012/94 dated September 11, 2012, regarding National Level Fee-Refund Policy, in case of cancellation / withdrawal of new admissions, at Higher Education Institutions of Pakistan, the following is being notified for all concerned at CIIT, with effect from Fall 2012 admissions until further orders:

<b>%age of Tuition Fee</b>	<b>Timeline for Semester / Trimester System</b>	<b>Timeline for Annual System</b>
Full (100%) Fee Refund	Up to 7 <sup>th</sup> day of convene of classes	Up to 15 <sup>th</sup> day of convene of classes
Half (50%) Fee Refund	From 8 <sup>th</sup> -15 <sup>th</sup> day of convene of classes	From 16 <sup>th</sup> -30 <sup>th</sup> day of convene of classes
No Fee (0%) Refund	From 16 <sup>th</sup> day of convene of classes	From 31 <sup>st</sup> day of convene of classes

This issues with the approval of the Competent Authority.

  
(Attiq-ur-Rehman)  
Deputy Registrar

**Distribution:**

1. Director External Campuses;
2. All Deans of Faculties;
3. All Directors of CIIT Campuses;
4. Incharge, CIIT Islamabad Campus;
5. Incharge, CIIT Gujrat Campus;
6. Treasurer;
7. Director (P, D & HRD);
8. Controller of Examinations;
9. Deputy Treasurers, CIIT Campuses;
10. Incharge Academics; CIIT Campuses;
11. Additional Registrar (Acad), Principal Seat;
12. PS to the Rector;
13. PA to the Registrar.