

Fee Refund Form

(FOR STUDENT USE ONLY)

Refund No. _____



Date: _____

A. Personal Information

1. Name of Student _____
2. Father Name _____
3. CNIC # _____
4. Postal Address _____
5. Registration # _____
6. Roll # _____
7. Semester _____
8. Program _____
9. Fee Deposited Rs _____
10. Deposit Date _____
11. Challan # _____
12. Bank & Branch Name _____
13. Contact # (Optional) _____
14. Email(Optional) _____

B. Refund Claim Information

Please state the reason of refund: (✓)

- (i) Ineligibility of student to apply in particular program میں مذکور پروگرام میں داخلے کا اہل نہیں ہوں
- (ii) Admission in other institution میرا داخلہ کسی اور تعلیمی ادارے میں ہو چکا ہے
- (iii) Student does not wish to continue his/ her study میں AIOU میں تعلیم جاری نہیں رکھنا چاہتا
- (iv) Any other reason(s) _____ دیگر وجوہات

- نیچے دی گئی جگہ پر تاریخ لکھنا اور سائن کرنا لازمی ہے بصورت دیگر
آپ کا ریفرنڈ کارپس تاریخ کا شمار ہو سکتا ہے۔
- چالان اور ریفرنڈ فارم کی کاپی اپنے پاس ضرور رکھیں۔
- ریفرنڈ کا پیسہ 2 مہینوں کے بعد آپ کے ایڈمیشن فارم پر دیئے گئے
پتے پہنچایا جائے گا

By my signature below, I hereby certify that all information provided as a part of this application is true and correct to the best of my knowledge. I understand that a false statement may disqualify me for refund and I may become liable for legal prosecution.

Date: _____ Applicant's Signature _____

یہاں تاریخ لازمی لکھیں

(FOR OFFICE USE ONLY)

Reporting Department: _____

Comments: _____

Recommended/Not Recommended _____

Dealing Official _____

Incharge/Superintendent _____

Recommending Authority With Stamp _____

Please paste your challan here

چالان اس خانے میں چسپاں کریں

General Instructions

1. Refund will be made after deduction @10% of total fee in case the student/applicant do not wish to continue and applied for refund of fee before the start of study period as per Academic Calendar available on the AIOU website. Refund will be made after deduction @15% of total fee in case the student/applicant is ineligible for admission and applied for refund of fee within one year of fee deposit date
2. All kind of other fee including but not limited to degree fee, reappear exams fee, change of name/father name, examiner registration fee, tutor registration fee, workshop centre change, late assignment evaluation fee, analysis fee, rechecking of answer scripts fee, NOC fee, subject/group change fee, tender fee etc. will not be refunded.
3. The students who have deposited their fee in excess, complete excess fee will be refunded or adjusted as the case may be.

Mailing Address

Treasurer Department (Receipts Section), Block#2, Room#1, AIOU, H-8, Islamabad