

Fee Refund Form

Part A: To be filled by the student:

I _____ student of UOG course (BS / MS) _____

Subject _____ Roll No. _____ Reg. No. _____

Duration of course from _____ to _____ apply to cancel any admission due to the reason of _____

and want to refund my Course / Registration/ Admission / Security fee.

I would like to donate my security fee for Student Advancement Fund Endowment (SAFE).
 (A project of financial support for poor and needy students of UOG) YES NO

Signature of Student

Part B: Clearance / No Objection / Recommendation:

It is certified that nothing is outstanding against the concerned student:

Clearance _____ Enrollement Cancelled & No Objection _____ Recommendation _____

Librarian _____ Head of Department _____ Director Students' Affairs _____

Part C: Approval of Fee Refund by The Registrar:

Amount in figures: _____ Amount in words: _____

Treasurer

Part D: For Treasurer Office Only:

Refunded Amount: Rs. _____ Vide Cheque No. _____ Dated _____

Accounts Office _____ Deputy Treasurer _____ Treasurer _____

ATTACHEMENTS: (Make sure to attach following documents with refund form)

1. Original Bank Deposit Slip of 1st Semester is compulsory for security refund.
2. Original CNIC Copy
3. H.O.D note about date of commencement of Classes
4. Number of classes taken by the Students
5. HOD Signature Compulsary with Stamp
6. Senior Librarian Sign with Stamp
7. Claim security Refund Fee within 1 year after Result declaration date
8. Attach Clearance Form Copy
9. For excess fee case original challan form of semester is required only 1st semester challan form copy will be accepted.
10. Final Transcript copy

NOTE:

All original relevant student cards (Bus / Library / University ID) etc must be taken back by the concerned departments before granting the clearance.