

BAHAUDDIN ZAKARIYA UNIVERSITY, MULTAN.
(For Private Candidates Only)

F-48, A

Form of application for refund of fee for Examination Fee, Excess Fee etc. _____

N.B. Please Underline nature of the fee claimed.

To

The Treasurer,
Bahauddin Zakariya University,
Multan.

ضروری ہدایات
اس ریفرنڈ فارم کو پُر کر کے درج ذیل کاغذات فارم کے ساتھ لف کریں اور فارم اسٹینٹ کنٹرولر امتحانات کو ارسال کریں
1۔ اپنے شناختی کارڈ کی کاپی
2۔ شعبہ امتحانات سے جاری شدہ نااہلی کا اصل خط
3۔ نسخہ شدہ اصل بینک چالان
4۔ اپنے دستخط کنندہ افسر سے تصدیق شدہ

Sir,

I have the honour to request you kindly to refund the sum of Rs. _____

paid _____ Examination _____.

The necessary particulars are given below:-

1. Name of Examination _____ Year and Session _____
2. Roll No. _____ 3. Registration No. _____
4. District from which appeared / applied _____
5. Subject taken up _____
6. Amount of fee paid Rs. _____ 7. Amount claimed as refund Rs. _____
8. University Bank Challan No. _____ Dated _____
9. Name of Bank & Branch _____
10. Reason for claiming refund and reference No. _____

Signature of the applicant _____

Name _____

Father's Name _____

Address _____

Dated _____

REFUND 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 Regulations (Original Ineligible letter must be attached with this form).
- ii) When a candidate dies before the commencement of the Examination (Death and legal heir certificate duly attested by a 1st Class Magistrate must be attached with the refund form).
- iii) If the amount paid in excess of prescribed Fee.
- iv) If the amount is deposited wrongly in University A/C which was to be deposited in other Bank A/C or Board (BI & SE) A/C.

THE FEE WILL NOT BE REFUNDED IN FOLLOWING CASES:

- i) If the fee is deposited but the Admission Form was not submitted or the Admission Form was rejected by the Examination Branch.
- ii) The fee deposited on the title Registration Fee, Enrolment Fee (both Regular & Private) Correction of Name (inclusive of Father's Name) & date of birth, Duplicate Certificate Fee (inclusive of all type of Certificates). NOC/Migration Fee, Change of Examination Center, Change of Subject, Verification Fee.

BEFORE APPLYING FOR ANY REFUND OF FEE,

OBSERVE THE FOLLOWING CONDITIONS.

1. A claim for refund of fee shall be entertained only if made within one year from the date of the commencement of the respective Examination.
2. Provided further that in case of private & regular candidates, a deduction of 25% shall be made in all type of refund cases.
3. Admission fee shall be refunded after the result of respective Examination has been declared.
4. Fee refundable under the Rules are not adjustable towards any past of future A/C of Examination.

(FOR OFFICE USE ONLY)

REMARKS BY THE EXAMINATION BRANCH

Name of Candidate _____ S/O _____
Roll No. _____ Name of Examination _____ I/II Annual Examination _____
Institution/District _____
Subject _____
Date of Examination _____
Reason for Refund of Fee _____

Deputy/Asstt. Controller (Exams.) _____

Admin. Officer / Assistant. _____

Dealing Clerk _____

ACCOUNTS BRANCH

A sum of Rs. _____ received vide University Bank Receipt No. _____ dated _____
Roll No. _____ has been assigned is lying unaccounted for _____ Page No. _____
Income Register No. _____ Budget provision exists. _____

Dealing Clerk / Income Compiler (A/CS Branch) _____

Incharge Income Section _____

A sum of Rs. _____ received by refunded. _____

Rupees _____

Treasurer _____

Deputy Treasurer _____

A.T/A.O. _____

Refund Clerk _____

AUDIT BRANCH

Pre-Audited for Rs. _____

Rupees _____

Junior Auditor _____

Resident Auditor _____

Mailing Address for sending Cheque

Name: _____

Father's Name: _____

Address: _____

CHEQUE SECTION

Pay Rs. _____

Rupees (in words) _____

Cheque No. _____

Dated: _____

Asstt. Treasurer / Deputy Treasurer / Treasurer _____