

Form of Application for Refund of Admission Fee for Schools.

FORM OF APPLICATION FOR ADMISSION

Note :- (1) All the columns must be filled in correctly any to the point. (2) If this form is submitted incomplete it will not be entertained. (3) This form is only for those candidates whose fees and admission forms have been submitted to the Board but whose name have been Withdrawn on account of ineligibility under the rules. (4) For each Examination separate forms must be used. For this purpose, each Group, is to be treated as a separate Examination. Names of all such candidates whose candidature has been Withdrawn and whose fee is refundable under the rules should be included in this form.

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THE SECRETARY, BOARD OF INTERMEDIATE & SECONDARY EDUCATION, RAWALPINDI.

I request you to refund the admission fee of the candidates whose names and particulars are given below. The name/s of this / these candidate/s was/were withdrawn as he/she / they was / were ineligible on account of the reason mentioned against each vide my letter No.....dated (Form No. BISE/Rwp-135 Secondary School Certificate Examination (Spring / Autumn) 1984

[illegible]

Total No. of candidates in whose favour refund is claimed		(in words)	

I certify that the above statement is correct and that no Roli No. was issued to the candidates.

Yours Obediently,

Reference No.....

Signature of Headmaster/Headmistress,/High School,

Dated.....

**CERTIFICATE BY THE EXAMINATION BRANCH
SECTION**

Office Superintendent.

Assistant.

Dealing Clerk

Admission Fee may be refunded, if received

Secretary/Controller of Examinations,

Assistant Controller of Examinations II

To be filled by the Finance Branch

Budget provision exists.....

Prepared by.....Checked by.....

Cheque written by.....

PAY ORDER

Pay Rs.....

[in figures]

Rupees.....

[in words]

Budget Head.....

Cheque No.....Date.....

RULES REGARDING REFUND OF ADMISSION FEE.

Admission fee is refundable only :-

1. [i] If a candidate's name has been withdrawn due to shortage of attendance provided his/her name is sent up provisionally and withdrawn ten days before the commencement of the examination.
- [ii] If the name of a candidate has been submitted by the Head of Institution, but latter his/her attendances run short of the required percentage ; provided the name has been withdrawn ten days before the commencement of the examination.
- [iii] If a candidate dies before the commencement the examination.
- [iv] If fee is paid in excess, the Bank Challan No. for excess amount must also be quoted.
- [v] If the candidate is declared ineligible to appear in an examination.
2. No application for refund of fee shall be entertained after the Expiry of one year from the date of commencement of Examination provided further that the refund Shall be made after the declaration of the result of the Examination & claim for refund of fee shall be entertained if it is made on a prescribed refund form.
3. If admission fee is paid, but the admission form is not submitted and accordingly, the candidate does not take the examination provided that in such a case a deduction of 25% shall be made from the amount paid as admission fee.
4. Fees are refundable under the rules are not adjustable towards any previous or further account.