



# HIGHER EDUCATION COMMISSION

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December 7, 2015

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

The Higher Education Commission, Islamabad circulated the policy/decision regarding National Level Fee Refund Policy vide letter No. 10-1/HEC/A&C/2012/94 dated September 11, 2012 to all universities/HEI's in public and private sector for necessary adoption.

2. Nonetheless, keeping in view the recent changes in fee structure along with complaints received from various students, a Committee comprising Head of Institutions from both Public and Private HEI's was formulated, which revisited the policy in a Meeting held on October 7, 2015 at HE, Islamabad. The Committee unanimously agreed on the following policy.

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

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

- I. %age of Fee shall be applicable on all components of fee, except for security and admission charges.
- II. Timeline shall be calculated continuously, covering both weekdays and weekend.

3. We would appreciate your kind and urgent support in confirming the revised National Fee Refund Policy at the earliest convenience, but not later than December 21, 2015, beyond which it would be assumed that the University concurs with the proposed policy.

(Awais Ahmad)  
Director General (A&C)

Vice Chancellor/ Rector/ Head of Institute /Director  
All Public and Private Sector Universities/DAIs