

**RAWALPINDI WOMEN UNIVERSITY**

Rawalpindi. Phone:051-9290842 Web Site: www.rwu.edu.pk

# FEE REFUND FORM (Newly Admitted Students only)

**Part A: To be filled by the student:**

I \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ student of RWU course (BS)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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.

**Dated** **Signature of Student**

**Part B: Approval of Fee Refund by the Registrar:**

 **Recommended: Approved:**

**Deputy Registrar Registrar**

**Part C: For Treasurer Office Only:**

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

 **Assistant Treasurer Additional Treasurer**

 **ATTACHMENTS: (Make sure to attach the following documents with refund form)**

1. Original Bank Deposit Slip of BS/MS/MPhil Program is compulsory for security refund.
2. CNIC Copy (CNIC copy of the person who has a bank account)

**FEE REFUND POLICY:**

1. Full fee refunded up to 7th day of commencement of classes.
2. Half fee refunded from 8th to 15th day of commencement of classes.
3. No fee refunded from the 16th day of commencement of classes.
4. % of fee shall be applicable to all the components of fee, except for security and admission charges.
5. Timeline shall be calculated continuously covering both weekdays and weekends.

**NOTE:**

After fee refund student have no right to claim admission again in any department of RWU.