



## BAHRIA UNIVERSITY FEE REFUND FORM

### **INSTRUCTIONS:**

1. Please carefully read Chapter-9 of Admissions Policy given on BU website for rules/ policy on Fee Refund Percentages & Timelines. Fund application date shall be the date on which the University officially acknowledges/ receipts the student's application for migration/ discontinuation of studies.
2. Admission Fee portion of Total Fee shall **not be refunded** in any case.
3. Students who wish to migrate or discontinue studies at the BU, a percentage of the tuition fee shall be refunded along with the security fee and the degree fee, depending on the following timeline:
  - **Full (100%) Fee Refund:** Up to 7th day of commencement of classes for Semester System & 15th day for Annual System, except Admission Fee.
  - **Half (50%) Fee Refund:** From 8th to 15th day of commencement of classes for Semester System & 16th to 30th day for Annual System, except Admission Fee.
  - **No Fee (0%) Refund:** From 16th day of commencement of classes for Semester System & 31st day for Annual System.
4. Same rules shall apply for Freezing of Semester and Withdrawal of a Course (Regular Semester).
5. No fee will be refunded once the student has registered for a course in the Summer Session.
6. Students dropped from the degree program after grant of admission on Hope Certificates for the reasons not meeting the prerequisite qualifications will be refunded fee in accordance with prescribed rules. For the purpose of timeline, the date of the declaration of the result shall be deemed to be the timeline start date provided the student informs the University of the declaration of the result which the University officially acknowledges/ receipts for. This shall mean the following:

<u>Time Elapsed since Declaration of the Result when the student informs BU officially</u>	<u>%age of Tuition Fee to be refunded</u>
<b>Within 7 days</b>	Full
<b>After 7 days but within 15 days</b>	Half
<b>After 15 days, or the student does not inform at all</b>	Nil

### **7. Re-Admission will not be allowed after approval of Fee Refund Application.**

Application No: \_\_\_\_\_ Applicant's Full Name: \_\_\_\_\_ Enrollment Number (if generated): \_\_\_\_\_

CNIC/ Form-B No: \_\_\_\_\_ Cell No: \_\_\_\_\_

Applied for Program: \_\_\_\_\_ Semester:  Spring  Fall Year: \_\_\_\_\_ Campus: \_\_\_\_\_

Reason(s) for Taking Fee Refund: \_\_\_\_\_

**All Refund Rules/ Policies read and understood by me. Student's Signature** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Departmental NOC to Release from Program:** This department has NO Objection for refund to the student. **Student ID card**, if issued, has been retrieved and disposed properly.

\_\_\_\_\_  
**Departmental Coordinator**  
 (Signature & Stamp)

Date: \_\_\_\_\_

\_\_\_\_\_  
**Head of Department**  
 (Signature & Stamp)

Date: \_\_\_\_\_

Case for refund is recommended as per BU Policy/ Rules, please.

Date: \_\_\_\_\_

\_\_\_\_\_  
**Deputy Director Admissions**  
 (Signature & Stamp)

### APPROVED / NOT APPROVED

Date: \_\_\_\_\_

\_\_\_\_\_  
**Director Academics**  
 (Signature & Stamp)

Fee has been refunded as per BU Policy/ Rules.

Date: \_\_\_\_\_

\_\_\_\_\_  
**Manager Accounts**  
 (Signature & Stamp)