



FEE REFUND FORM

(Withdrawal of Admission)

* This form must be completed and returned to the office by the student claiming fee refunds. Incomplete form will not be processed.

APPLICANT'S INFORMATION			
Student Name			
Father's Name			
Beneficiary Name/ Account Title			
Program		Contact No.	
Student Tracking ID Merit serial no.		Email ID	
Address			

REASON(S) FOR FEE REFUND	
<input type="checkbox"/> Admission Withdrawn by the Student	<input type="checkbox"/> Any Other Reason _____

In the case of <u>ADMISSION WITHDRAWN</u> please tick ONE of the below-mentioned category.		
<input type="checkbox"/>	Up to 10 th day of commencement of classes	100% tuition fee refund
<input type="checkbox"/>	Up to 15 th day of commencement of classes	80% tuition fee refund
<input type="checkbox"/>	Up to 20 th day of commencement of classes	60% tuition fee refund
<input type="checkbox"/>	Up to 30 th day of commencement of classes	50% tuition fee refund
<input type="checkbox"/>	31 st day onwards of commencement of classes	No Tuition Fee Refund
Note: * Admission /registration fee is non-refundable. * The timelines for refund of tuition fee are inclusive of the weekends. * The University dues are refundable as per HEC fee refund policy. * Refund Application processing time is approx. six (6) weeks.		
Commencement of classes (to be filled by ITU Office): _____		

UNDERTAKING	
We know and understand the refund rules of ITU and agree to abide by the same. We understand that the refund will be made after processing the application and a cheque will be issued in favor of the Parent/Guardian mentioned in the Admission form. We agree to the conditions of this refund and declare that the information declared on this form is complete and correct.	
Student's Signature	Date of Application Submission
Parent/Guardian's Signature	

Compulsory Encl:

Copy of the following documents is to be attached; otherwise the application would not be processed.

- ☐ Paid Fee Voucher / Proof of payment
- ☐ CNIC/Form-B (Father/Guardian + student)

OFFICE USE ONLY

Remarks (if any):
