

**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 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:

- **100% Fee Refund:** Upto 10th day of commencement of classes for Semester System.
- **80% Fee Refund:** Upto 15th day of commencement of classes for Semester System.
- **60% Fee Refund:** Upto 20th day of commencement of classes for Semester System.
- **50% Fee Refund:** Upto 30th day of commencement of classes for Semester System.
- **No Fee Refund:** After 30 day onwards of commencement of classes 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:

Fee Refund Awaiting Students on being Dropped

%age of Tuition Fee to be refunded

Time Elapsed since Declaration of the Result when the student informs BU which officially acknowledge/receipts for	Percentage of Fee
Within 7 days	Full
After 7 days but within 15 days	Half
After 15 days, or the students does not inform at all	Nil

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.

Date: _____

Departmental Coordinator
(Signature & Stamp)

Date: _____

Head of Department
(Signature & Stamp)

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)