



Form No. ACS 105

THE UNIVERSITY OF AZAD JAMMU AND KASHMIR

Form of application for Refund of Fees
(FOR PRIVATE CANDIDATES ONLY)

To

The Director Finance and Planning
University of Azad Jammu and Kashmir
Muzaffarabad.

Sir,

I have the honour to request you kindly to refund the sum of Rs. paid by me to the University on account of:-

1. Examination Fee Rs.
2. Registration Fee Rs.
3. Excess Fee Rs.
4. Any other Fee Rs.
(.....)

(Note: Please tick mention nature of Fees claimed).

PARTICULARS

1. Name Father's Name.....
2. Name of Examination Year and Session
3. Roll No. Registration No. (if any)
4. Institution/ District from which applied appeared
5. Subject taken up
6. Amount of Fee paid Rs.
7. Bank Challan/M.O. Receipt No. Date
- (No application will be entertained unless fee receipt No. is mentioned).
8. Amount claimed as Refund
9. Reason for claiming Refund and Reference Letter No.
.....
.....
.....

Yours Obediently,

(Signature of the applicant)

Dated

Full Address

RULES

Refund of Fee shall be allowed:

- i. When a candidate is found to be ineligible to appear in the examination concerned in accordance with University Regulations. (Original letter must invariably accompany the Refund Form).
- ii. When a candidate dies before the commencement of the examination. (Death and Legal heir Certificate duly attested by a 1st Class Magistrate must be attached).
- iii. If the amount paid is in excess of the prescribed Fee.
- iv. Admission Fee shall be refunded after the result of the examination has been declared. Provided that in case of private/late college candidate a Deduction of 25% shall be made if the admission form is not submitted/received or if refund is allowed under Clause (i) above.
- v. A claim for refund of fee shall be entertained only if it is made within one year from the date of commencement of the examination.
- vi. Fee which are refundable under the Rules are not adjustable towards any past or future account.

REMARKS BY THE EXAMINATIONS BRANCH SECTION

Name of the Candidate Roll No.
 Name of the Examinations Year and Session
 Institution/District
 Report/Reason regarding Refund of Fee

Fee, if received, may be refunded

Signature of
Dealing/ Refund Clerk

Signature of
Asstt: Incharge

Asstt. Controller
 (Examinations)

REMARKS BY THE ACCOUNTS/BRANCH

A sum of Rs. received vide Challan/M.O. No. Dated
 and Roll No. has been assigned. The amount of Rs. is refundable as under
 Rules and the Budget provision e.i.ts.

Signature of Accountant

Signature of Income Compiler
 (Accounts Branch)

PAY ORDER

Pay Rs. Rupees (.....)
 Budget Head

Account/Audit Officer

Auditor

Accountant

Cheque No. Date

Written by

Checked by

Asstt: Director/Director
 Finance and Planning