



Lahore Leads University

Kamahan Road, Off Defense Lahore Pakistan, +92 42 35843205-7

Form of application for Refund of fee, Examination fee, Registration fee, Tuition fee etc.
Please underline nature of the fee claimed.

To
The Vice Chancellor
Lahore Leads University,
Lahore.
Sir,

I have the honour to request you kindly to refund the sum of Rs.....
Paid by me to the Account Office, LLU, on account of Lahore Leads University. The
necessary particulars are given below:-

Signature of the applicant
Name in block letters.....
Full Address.....
Dated.....
Phone No.....

PARTICULARS

1. Name of Program.....
2. Year and Session.....
3. Roll No.....
4. Registered No. (If any).....
5. (a) Department from which appeared applied.....
(b) District or State from which appeared applied.....
6. Admission fee paid.....
7. Tuition fee paid.....
8. Library fee paid.....
9. Examination fee paid.....
10. Other fee paid.....
11. University Bank Challan No. and Date.....

Mention Bank Challan No. & date and attach Photo Copy otherwise application
Will not be entertained.

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12. Amount claimed as refund
 13. Reasons for claiming refund:
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RULES

Refund of fee shall be allowed:-

A student who fails to join the program to which s/he has been admitted shall be given tuition fee refund (of the paid amount), on written request from the student to the Registrar duly supported with the official fee receipt - as per HEC's National Level Fee-Refund policy circulated vide their letter no. 101/HEC/A&C/2012/94 dated September 11, 2012, in accordance with the schedule given below:.

%age of Tuition Fee

Timeline from semester commencement

Full (100%) Fee Refund
Half (50%) Fee Refund
No (0%) Fee Refund

Up to 7th day of convene of classes
From 8th - 15th day of convene of classes
From 16th day of convene of classes

Reason for refund of fee:

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Signature
Head of Department

Signature
Registrar

A sum of Rs.....if received be refunded.....
Rupees.....

Advisor

Treasurer

Managing Director

President

Pre Audited and Passed Rs. _____ In Words: _____ _____ _____	_____
Audit Officer	Verified
	President
Cheque No. _____ Dated: _____ Rs. _____	

Budget provision exists?
Prepared by
Checked by
Cheque written byon.....

PAY ORDER

Pay Rs.
Rupees.
Budget Head.

Examined.....
Assistant Account..... Cheque
No.....Dated.....

Assistant Treasurer/Treasurer