



## Request for Refund of Tuition Fee (New Admission)

### Refund Policy:

- ❖ First week of Semester 100% (Only Tuition fee Refundable)
- ❖ Second week of Semester 50% (Only Tuition fee Refundable)
- ❖ Third Week of semester - No Refund
- ❖ Admission & Library fee may not be refundable as per policy.

### 1: Fill Form for Refund of Tuition Fee

#### Requirements:

- ❖ Attach (Original) Paid Voucher
- ❖ Father CNIC copy
- ❖ Applicant Student/Admit Card
- ❖ Applicant CNIC / B-Form Copy

#### Approvals:

- ❖ Get Approval from Dean and batch advisor (If student ID issued).
- ❖ Approval from Head Admission (If student ID not issued).

### 2: Submit Application to OPRM Helpdesk

#### Requirements:

- ❖ Filled form / application along with all required documents / evidence