

**UMT****REQUEST FOR FEE REFUND****INSTRUCTIONS:**

- The refund process may take approximately 45 working days.

Name of Applicant: _____ ID No: _____

Program: _____ School: _____

Email: _____ Mobile No: _____

Reason for Refund: _____

Kindly mention the guardian's name on which the cheque will be issued.

- For **BS candidates**, only the name of **father or mother** can be mentioned.
- For **MS/PhD candidates**, they may either mention their **own name** or the name of their **father/mother**.

Name: _____ Relation/Self: _____

Guardian Name: _____ CNIC: _____

(Please attach copy of CNIC)

Signature of the applicant: _____

Reference of fee deposit (not required for refund of excess amount paid):

Voucher No: _____ Date: _____ Amount: _____

Dean/HD OIA Recommendation: _____

OPS Recommendation: _____

Hostel Warden Recommendation (if applicable): _____

ORG Recommendation: _____

Approval of Registrar: _____

For Use of Treasure office

Refund of Rs _____ Allowed Signature of Dealing Person:

Checked by _____ Internal Audit _____

Management Accounts _____ Treasurer: _____

Cheque No: _____ Date: _____

Amount: _____ Received by: _____