

DHA SUFFA UNIVERSITY

Off Khayaban-e-Tufail, Phase - VII (Extension), DHA, Karachi - 75500

Request Form for Withdrawal/Admission Cancellation Part-A- To Be Filled by Student/Parent/Guardian



Registration No.		Semester /Year in which admitted:	
Name:		Current Semester:	
Discipline:		Contact #:	

Students/Parents/Guardians are requested to read and understand fee refund policy before signing below:

Parent's/Guardian's /Payee's name with signature	Student's signature
Name: _____	Signature: _____
Signature: _____	
Date: _____	Date: _____

Fee Refund Policy: As per HEC letter No.10-1/HEC/A&C/2012/94 of 11th Sep 2012, Admission Fee shall not be refunded. Caution Money and full amount of Tuition Fee (other than Admission Fee) will be refunded if applied till the 7th day of the start of classes. Caution Money and 50% of the Tuition Fee will be refunded, if applied after 7 days but between 8th - 15th day of start of classes. Only Caution Money will be refunded, if applied after 15th day of the start of classes.

Part - B - To be processed by Registrar's Office

Reason for Withdrawal/Admission Cancellation (Please tick the applicable):

1. Failed to meet admission eligibility criteria	<input type="checkbox"/>
	Remarks: _____
2. Voluntary withdrawal	<input type="checkbox"/>
3. Expelled from University on disciplinary ground	<input type="checkbox"/>

1. Recommendation by HOD	Recommended	<input type="checkbox"/>	
	Not Recommended	<input type="checkbox"/>	
Signature: _____	Reason: _____		
2. Recommendation by Dean	Recommended	<input type="checkbox"/>	
	Not Recommended	<input type="checkbox"/>	
Signature: _____	Reason: _____		
3. Recommendation by Registrar	Recommended	<input type="checkbox"/>	
	Not Recommended	<input type="checkbox"/>	
Signature: _____	Reason: _____		
4. Recommendation by PVC	Recommended	<input type="checkbox"/>	
	Not Recommended	<input type="checkbox"/>	
Signature: _____	Reason: _____		

Approved by Vice Chancellor

Signature: _____

Date: _____

Form received on _____ at Admission office by the student

Form Forwarded on _____ by Admission Office to the Registration office.

12/6/20

Part - C - Clearance - To be processed by Registrar's Office

1. HoD Please remove courses (if student is enrolled) Courses removed: Yes : <input type="checkbox"/> No <input type="checkbox"/>	Approved (Nothing outstanding) <input type="checkbox"/>
	Not Approved <input type="checkbox"/> Remarks: _____
2. Library In-charge, DSU	Approved (Nothing outstanding) <input type="checkbox"/>
	Not Approved <input type="checkbox"/> Remarks: _____
3. Library In-charge, DCL (for member only)	Approved (Nothing outstanding) <input type="checkbox"/>
	Not Approved <input type="checkbox"/> Remarks: _____
4. Admin Office	Approved (Nothing outstanding) <input type="checkbox"/>
	Not Approved <input type="checkbox"/> Remarks: _____
5. Hostel Warden's Office	Approved (Nothing outstanding) <input type="checkbox"/> Date of Admission in the Hostel: _____ Date of Leaving the Hostel: _____
	Not Approved <input type="checkbox"/> Remarks: _____
6. Controller of Examination	Approved (Nothing outstanding) <input type="checkbox"/>
	Not Approved <input type="checkbox"/> Remarks: _____
7. Finance Office	Approved (Nothing outstanding) <input type="checkbox"/>
	Not Approved <input type="checkbox"/> Remarks: _____
8. Dean's Office	Approved (Nothing outstanding) <input type="checkbox"/>
	Not Approved <input type="checkbox"/> Remarks: _____
9. Registration Office:	Record Verified Yes / No
	ID Card Recovered Yes / No

Part - D - For Finance Office Use Only

(To be processed/completed only after completion of Parts A, B & C)

Fee Deposited		Fee/Dues Remaining		Amount Refundable
Fee Type	Amount	Type	Amount	
	Rs.		Rs.	Net Dues: _____
	Rs.		Rs.	Net Refund: _____
	Rs.		Rs.	Date: _____
	Rs.		Rs.	Signature: _____
	Rs.		Rs.	(Manager Finance)
Total	Rs.	Total	Rs.	

Fee Refund Approved by Vice Chancellor

Signature: _____

Date: _____