



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

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.

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

1. HoD _____	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: _____