



RAWALPINDI WOMEN UNIVERSITY

Rawalpindi. Phone:051-9290842 Web Site: www.rwu.edu.pk

FEE REFUND FORM (Revised w.e.f. 06-08-2025)

Part A: To be filled by the student:

I _____ student of RWU course (BS/MS/MPhil/PhD Program) _____

Subject _____ Roll No. _____ Reg. No. _____

Duration of course from _____ to _____ apply to cancel any admission due to the reason of _____

and want to refund my Course / Registration / Admission / Security fee.)

Dated: _____

Signature of Student

Part B: Approval of Fee Refund by the Registrar:

Recommended:

Approved:

Deputy Registrar

Registrar / Addl. Registrar

Part C: For Treasurer Office Only:

Refunded Amount: Rs.

Vide Cheque No.

Dated: _____

Assistant Treasurer

Additional Treasurer

ATTACHMENTS: (Make sure to attach the following documents with refund form)

1. Original Bank Deposit Slip of BS/MS/MPhil/Ph.D Program is compulsory for refund.
2. CNIC Copy (CNIC copy of the person who has a bank account (Father/Mother))

FEE REFUND POLICY:

1. 100% of the Tuition fee refund upto 10th day of commencement of classes.
2. 80% of the Tuition fee refund upto 15th day of commencement of classes.
3. 60% of the Tuition fee refund upto 20th day of commencement of classes.
4. 50% of the Tuition fee refund upto 30th day of commencement of classes.
5. No Tuition fee refund from the 31st day of commencement of classes.
6. The laboratory fee is 100% refundable minus (-) the days a student has availed of that facility (es).
7. The fee paid as Examination fee is refundable.
8. The fee paid as an admission fee is non-refundable.
9. The fee paid as Registration fee is non-refundable.
10. Timeline shall be calculated continuously covering both weekdays and weekends.

NOTE:

HEC National Fee Refund policy Revised 2024 is applied. After fee refund student have no right to claim admission again in any department of RWU.