



Shifa Tameer-e-Millat University

شفا تعمیر ملت یونیورسٹی

SA Form No. 5B

UNIVERSITY WITHDRAWAL FORM

- Student Name (as per Matriculation): _____
- Father's Name: _____
- University Registration Number: _____ 4. Program: _____ 5. Semester/Year: _____
- Reason of Withdrawal: _____
- Cheque to be issued in the name of: _____ (Attach a copy of CNIC)
- Relation with the cheque bearer: _____
- Date of Application: _____ 10. Student Signature: _____
- Contact Number: _____

Note: Please attach a copy of deposited fee receipt (if applicable). The refund will be as per STMU refund policy.
(Printed Overleaf)

FOR OFFICIAL USE

Date of Commencement of Classes: _____

Semester/ Bi-Annual Calendar

- ☐ Upto 7th day
☐ From 8th to 15th Day
☐ From 16th Day

Annual Calendar

- ☐ Up to 15th Day
☐ From 16th to 30th Day
☐ From 31st Day

☐ Security Refund

Particulars:

Fee Deposited (Total Fee: _____)

Attach the original paid fee voucher

FEE REFUND	
Fee Detail	Amount (Rs.)
Tuition Fee	
Enrollment Fee	
Security Fee	
Regulatory body fee/Council Registration (For fresh students only)	
University Registration/Affiliation Fee	
Medical Checkup/Immunization Fee	
Co-curricular Activities Fee	
Migration Fee	
Thesis/Research Fee	
Clinical Rotation Fee	
Examination Fee	
Total Refund	

Student Affairs Office

(Prepared and Forwarded by)

Chairperson/HOD

(Verified by)

Dean/Principal/Director

(Recommended by)

Treasurer/Deputy Treasurer

(Approved by)

Note: Kindly return a signed copy of this form back to Student Affairs Office.

Distribution List:

- Student Dossier



SHIFA TAMEER-E-MILLAT UNIVERSITY, ISLAMABAD

FEE REFUND POLICY

(Under Section 4 (XXIV) & Section 25 (1)(b) of the University Act)

Statutes Regarding Fee Refund:

1. Fee shall be refunded to candidates who desire to migrate/discontinue studies upon prior application and approval in writing for the same.
2. The fee shall be refunded as follows:

Percentage of Fee	Timeline of Refund Application for Semester/Bi-Annual Calendar Programs	Timeline of Refund Application for Annual Calendar Programs
Full (100%) Fee Refund	Up to 7th day of Commencement of Classes of the Semester	Up to 15th day of Commencement of Classes of the Year
Half (50%) Fee Refund	From 8th to 15th day of Commencement of Classes of the Semester	From 16th to 30th day of Commencement of Classes of the Year
No (0%) Fee Refund	From 16th day of Commencement of Classes of the Semester	From 31st day of Commencement of Classes of the Year

3. Percentage of fee shall be applicable on all components of fee, except for admission charges including prospectus, admission processing, admission fee, etc.
4. Timeline shall be calculated continuously - i.e., covering both weekdays and weekend.
5. No refund including security deposit may be permissible if the admission/registration of a student is cancelled upon any disciplinary grounds/violation of the code.
6. The Security Deposit to the graduates shall be refunded when the respective graduation ceremony is done.
7. In case of Bachelor of Medicine and Bachelor of Surgery (MBBS) programme, the refund policy/regulations of Pakistan and Medical and Dental Council shall be followed.

Note:

Approved in 14th Meeting of Senate held on June 30, 2018 effective from July 1, 2018.