Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

The Director Admissions

Mehran University of Engineering and Technology

Jamshoro.

**SUBJECT: REQUEST FOR REFUND OF THE FEE DEPOSITED THROUGH DEMAND DRAFT / CROSSED CHEQUE FOR ADMISSION UNDER SELF-FINANCE SCHEME / UNIVERSITY SUPPORT PROGRAM (USP).**

Dear Sir,

I writing to inform that I applied for admission under Self-Finance Scheme (SFS) / University Support Program (USP) offered by the University for the session 2019-20 (18-Batch).

**Please tick the appropriate box:**

 I also appeared in the Pre-admission test conducted by the University on September 04, 2019 but could not clear the same.Hence, I want to refund my admission fee in full.

[Grab your reader’s attention with a great quote from the document or use this space to emphasize a key point. To place this text box anywhere on the page, just drag it.]

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[Cite your source here.]

 I could not appear in the Pre-admission test conducted by the University on September 04, 2019 and became not eligible for the admission. Hence, I want to refund my admission fee in full.

 I also appeared in the Pre-admission test conducted by the University on September 04, 2019 and clear the same with good numbers and got admission on merit.Hence, I want to refund my admission fee in full.

 I also appeared in the Pre-admission test conducted by the University on September 04, 2019 and clear the same but changed my mind for some or other reason and do not want get admission. Hence, I want to refund my admission fee in full.

 I also appeared in the Pre-admission test conducted by the University on September 04, 2019 and clear the same but could not secure the discipline I wanted. Hence, I want to refund a portion of the admission fee, which I deposited / submitted with your office.

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It is therefore requested that the full / partial fee I deposited / submitted through demand draft for admission under Self-Finance (SFS) / University Support Program (USP) may kindly be refunded at an earliest possible through demand draft in favor of the beneficiary / payeeas per the details attached herewith.

Yours faithfully,

Signature and Name of the Applicant

District Entry Test Seat No: Test Score: .

1. **DETAILS OF THE DEMAND DRAFT DEPOSITED / SUBMITTED:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Sr. No.** | **Name and Father's Name** **of the Candidate in Full**  | **Amount of D. Draft Submitted** | **Demand Draft No.** | **Date of Demand Draft** | **Drawn On** |
| **Name of Banker** | **Name of Branch** | **Branch Code** |
| 1. |  |  |  |  |  |  |  |
| 2. |  |  |  |  |  |  |  |
| 3. |  |  |  |  |  |  |  |

1. **DETAILS OF THE REFUND BENEFICIARY PAYEE:**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Sr. No.** | **Name of Refund Beneficiary / Payee** | **Refundable Amount** | **Account No.** | **Name of Banker** | **Name of Branch** | **Branch Code** |
| 1. |  |  |  |  |  |  |
| 2. |  |  |  |  |  |  |
| 3. |  |  |  |  |  |  |

Please find the following documents attached herewith:

1. The copy of CNIC / B-Form of the applicant (whichever is available).
2. The copy of CNIC of the beneficiary / payee.
3. The copy of the demand draft.

 Signature of the Applicant

 CNIC No.: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_