

HITEC-Institute of Medical Sciences


SOP FOR FEE REFUND

DOCUMENT #: SA-SOP-10

ISSUE # 02

ISSUE DATE: 20-04-2022

STANDARD OPERATING PROCEDURE FOR FEE REFUND

	HITEC-Institute of Medical Sciences	
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1.0 PURPOSE:

1.1 The purpose of this procedure is for refund of annual fee.

2.0 SCOPE:

This procedure is applicable to all MBBS students.

3.0 ABBREVIATIONS:

NUMS	National University of Medical Sciences
PMC	Pakistan Medical Commission
HITEC	Heavy Industries Taxila Education City
IMS	Institute of Medical Sciences

4.0 RESPONSIBILITIES AND AUTHORITIES:

4.1	Principal
4.2	HoD Student Affairs
4.3	Manager Student Affairs

5.0 PROCEDURE

Following policy on fee refund is for students who leave the institute for any reason and is in line with PMC Rules Regulations and NUMS Instructions.

5.1 COLLEGE FEE

5.1.1 If the student migrates from HITEC-IMS to any other medical institution at any stage of the academic session, HITEC-IMS shall refund the dues after deduction of the fee on pro-rata basis for the period spent by the student in the program.



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- 5.1.2 For the students who are admitted in first year in HITEC-IMS and during the admission window is selected to another NUMS affiliated and attached college, the admission fee will be refunded / transferred to that college without any deduction. However, if a student is selected in another University / College (not affiliated / attached with NUMS), then fee will be deducted for the period the students stays in the college on pro-rata basis **alongwith the non-refundable fee.**
- 5.1.3 **Fee will be refunded within 10 working days after receipt of the refund application.**
- 5.1.4 A registered student who either elects to leave the college or is expelled from the college for any reason shall have their student fee paid **treated as forfeited and no refund will be given.**
- 5.2.5 If a student is migrated to another college after first year, the college shall have the right to adjust the tuition fee already paid on pro rata basis to the period spent by the student in the program along with a **penalty not exceeding ten percent** of the total annual fee in the event the student seeks to leave the program after the middle of the academic year to transfer to another college.
- 5.2.6 After start of classes, the fee from every student will be deducted for the period the students stays in the college on pro-rata basis **alongwith the non-refundable fee.**

6.0. RELATED DOCUMENTATION

Sr. #	Document Name	Document Number	Retention Period
1.	Application Form	SA-FORM-03	