



# **HITEC-Institute of Medical Sciences**


## **SOP for Fee Refund**

**DOCUMENT #: SA-SOP-22**

**ISSUE # 01**

**ISSUE DATE: 01-12-2020**

# **SOP for Fee Refund**

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## 1.0 PURPOSE:

1.1 The purpose of this procedure is for refund / transfer of fee to MBBS students.

## 2.0 SCOPE:

2.1 This procedure is applicable to Student Affairs Department and MBBS Students.

## 3.0 ABBREVIATIONS:

NUMS            National University of Medical Sciences  
PM&DC        Pakistan Medical & Dental Council  
HITEC           Heavy Industries Taxila Education City  
IMS              Institute of Medical Sciences

## 4.0 RESPONSIBILITIES AND AUTHORITIES:

4.1 Principal  
4.2 HoD  
4.3 Manager Student Affairs

## 5.0 PROCEDURE

5.1 MBBS admitted students applying for refund will be treated as per the following policy.

### 5.2 COLLEGE FEE

5.2.1 Admission fee is non-refundable.

5.2.2 MBBS students wishes to leave the institution before start of the classes or session then complete fee **except non-refundable fee** shall be refunded.

5.2.3 If the student wishes to leave the institution after commencement of classes, then the fee will be deducted for the period the students stay in the college on pro-rata basis **alongwith the non-refundable fee.**



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5.2.4 Fee will be refunded within minimum 10 working days after receipt of the **written** request (application) or email. Must mention following credential in the application :-

5.2.4.1 Account Title

5.2.4.2 Account Number

5.2.4.3 Name of the Bank & Branch

5.2.4.4 Contact PTCL Number or Mobile Number

5.2.5 A registered student who either elects to leave the medical or dental program or is expelled from the college on account of failing to pass the professional exams or for any other reason shall have their Student Registration Fee paid treated as forfeited and **no refund shall be claimed**.

5.2.6 If a student after having obtained admission seeks to leave the program, the college shall have the right to adjust the tuition fee already paid pro rata to the period spent by the student in the program along with **a penalty not exceeding ten percent of the total annual fee**.

5.2.7 No penalty shall be imposed upon a student who seeks to leave the program before the closing date of admission in the private medical college as notified by the PM&DC.

## 6.0. RELATED DOCUMENTATION

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