



HITEC-Institute of Medical Sciences

SOP FOR FEE REFUND (MBBS STUDENTS)

DOCUMENT #: SA-SOP-10

ISSUE # 04

ISSUE DATE: 20-9-2024

1.0 PURPOSE:

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

2.0 SCOPE:

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:

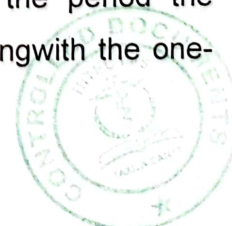
- 4.1 Principal
- 4.2 Director Administration & Operations
- 4.3 Manager Student Affairs

5.0 PROCEDURE

Admitted MBBS students applying for refund will be facilitated as per the following policy.

5.1 COLLEGE FEE

- 5.2.1 Admission processing charges **will be deducted** in case MBBS students wishes to leave the institution before start of the classes or session then complete fee **less admission processing charges** shall be refunded.
- 5.2.2 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 one-time admission processing charges.





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5.2.3 If a student leaves any time during the program, the college shall 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.

5.2.4 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.

5.2.5 Fee will be refunded within minimum 10 working days after receipt of the written application or email. Following credential must be mentioned in the application or email :-

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

6.0. RELATED DOCUMENTATION

NIL

