

BOARD OF INTERMEDIATE & SECONDARY EDUCATION GUJRANWALA.

FORM OF APPLICATION FOR REFUND OF ADMISSION FEE

Note: (1) All the columns must be filled in correctly and accurately (2) Incomplete form will not be entertained. (3) This form is only for those candidates whose fees and admission forms have been submitted to the Board but their names have been withdrawn on account of ineligibility to appear in the examination. (4) For each spring / Autumn examination separate form must be used. (5) Names of all candidates whose candidature has been withdrawn and whose fee is refundable under the rules, should be included in this form. Please use separate form for each Group. (6) Total number of candidates whose admission fee was deposited. _____

To,

THE CONTROLLER OF EXAMINATIONS, BOARD OF INTERMEDIATE AND SECONDARY EDUCATION, GUJRANWALA.

Sir,

I request you to refund the admission fee of the candidate/s whose name/s and particulars are given below. The name/s of this/these candidate/s was/were withdrawn as he/she/they/was/were ineligible on account of the reason mentioned against each Vide my letter Number Date (Form Number S.E/E-17 Secondary School (Spring/Autumn) Examination 201.....)

Serial No	Name of Candidate/s	Father's Name	Board's Roll No	Subject's Offered	Amount of Fee Paid	Name of the Bank, Challan No and Date	Initial of Asstt. Finance in token of	Amount claimed	Reason for withdrawal
1									
2									
3									
4									
5									

Total No of candidates in whose favour refund is claimed..... (In words) Total amount claimed as refund (in words) Rupees.....

I certify that the above statement is correct and that no Roll No Slip/Enrolement No was issued to the candidate/s.

Reference No _____

Date: _____

This column is for office use.

Yours faithfully,

Signatures of Principal / Head Master / Head Mistress

_____ *High School*

OFFICE REPORT

Section. _____

Dealing Clerk

Admission Fee may be refunded, if received.

Office Supdt.

Secretary / Controller of Examination.

Branch Officer

To be filled in by the Finance Branch

Amount: Rs: _____
 Deduction: Rs: _____
 Service Charges: Rs: _____
 Balance: Rs: _____

Passed for payment of Rs:.....	Head of Account	_____
Rupees (in words) _____	Budget Allotment	Rs: _____
_____	Amount of the Bill	Rs: _____
	Upto-date expenditure (including the amount of this bill)	Rs: _____
	Balance Available	Rs: _____

Deputy Secretary (Finance) Budget Clerk Assistant Budget

PAY ORDER

Passed for Payment of Rs. Ps..... Pay Rs. _____
 Rupees (in words) _____ Rupees (in words) _____
 _____ Cheque No _____ Dated: _____

Asstt Auditor

Audit Officer

Deputy Secretary (Finance)

RULES REGARDING REFUND OF ADMISSION FEE

Admission fee is refundable only:

1. (i) If a candidate dies before the commencement of the examination and a success on Certificate of legal heirs is submitted along with the claim for refund of fee.
 (ii) If fee is paid in excess of the actual dues:
 (iii) If a candidate is declared ineligible to appear in the examination.
2. A Claim for refund of any fee. If permissible under the rules, must be made on the prescribed form which should reach the Board's office within one year after the fee is deposited.
3. If admission fee is paid but the admission form is not submitted and according to the candidate does not take the examination a deduction of 25% shall be made from the amount paid as admission fee.
4. Fees which are refundable under the rules, are not adjustable towards any previous or future account.