**GOVERNMENT COLLEGE UNIVERSITY, FAISALABAD**

**APPLICATION FORM FOR CANCELLATION OF ADMISSION AND REFUND**

 **OF 1ST SEMESTER FEE**

The Treasurer,

Government College University, Faisalabad.

Respected Sir,

I have secured my admission at Government College University, Faisalabad. However, due to some unavoidable circumstances, I am not able to continue my studies at this institution. I therefore, request you to please cancel my admission and refund my fee as per rules.

My particulars are as under:

**Particulars**:

1. Name……………………………………….. 2. Father’s name ………………………

3. CNIC No. ………………………………….. 4. Department…………………..….…..

5. BS (H)/Master/M.Phil/Ph.D ....…………………………………………………………….

6. Morning/Evening/Self. ……………………. 7. Session……………………………...

8. Amount of Fee Deposited Rs..……………………… *(Original Bank Challan must be enclosed)*

9. Name of Bank & Branch ……………………………………………………..…….…....…

10. Bank Challan No. ………………………… 11. Fee Deposit Date …………………...

 (Signature of the applicant)

Dated: …………….. Cell # …………….…...…..

**RECOMMENDATIONS BY THE DEPARTMENT CONCERNED**

 **Director Students Affairs Head of Department/ DDO Head of Faculty**

Date of Start of Class \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Recommended/Not Recommended\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Recommendation date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Chairperson Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

(with Stamp)

Signature & Stamp Signature & Stamp Signature & Stamp

**Note:**

Date of receipt of Application is very important in calculating the amount of fee refund. Students are therefore, requested to hand over their applications and get Diary no. and Date from Fee Section of Treasury Department after having recommendation from concerned department on same day.

**In case any query, please contact at fee@gcuf.edu.pk**