

# UNIVERSITY OF JAMMU

**ISO Certified 9001: 2000**

Form of application for Refund of Admission Fee  
The Controller of Examinations, University of Jammu

Examination.....Session.....Annual/Bi-annual 200.....Roll No.....

(Note : All the columns must be filled in correctly. If this form is submitted incomplete in any respects, It will not be entertained). I request you to refund the admission fee whose name (s), and particulars given below:

S. No.	Name of the candidate with full Address	Roll No/s	Subject/s offered	Amount of Fee Paid	University fee receipt No. & Date	Initials of Cashier/Acctt. in token of verification of fee	Amount claimed as refund	Reason with draw (see rule overleaf)

Total No. of candidate in whose favour refund is claimed.....(in words)

Signature of the Candidate (For private candidate only)

Total amount claimed as refund in words Rs.

I certify that the above statement is correct.....

Principal.....the Institution.  
To be filled in the University office.

Reference No.....In the case of private candidate the same authority who signed the.....

Signature of Principal/Head of College/Deptt.

Dated..... permission-cum-admissin form should sign this form

**Note :- Indicate both the Roll Nos. in case refund is claimed on account of amendment of result of the Re-evaluation of scripts.**

# Certificate by the Examination Branch

The reasons given in each case have been verified and found correct.

1. Candidate whose particulars is/are given in the refund claim was/were not permitted to the Examination (Annual/Bi-annual) 200.....in accordance with Statutory Provision i.e. refundable under statute 8 (i) or (ii).....
2. Refund claim for Rs. ....may kindly be sanctioned in favour of the candidate as he/she has been declared pass after re-evaluation vide notification No.....Date.....
3. ....

Head Assistant

Superintendent

Dealing Assistant

The amount claimed may be refunded, if received.

Assistant Registrar (Exams)

Controller of Exams

To be filled in by the cash Accounts Branch

Does Budget provision exist.....

PAY ORDER

ACCOUNTANT

Rupees in words.....Budget Head.....

ACCOUNTANT

Asstt/DY. REGISTRAR (ACCOUNTS)

REGISTRAR/CONTROLLER  
OF EXAMINATIONS

## RULES REGARDING REFUND OF ADMISSION FEE

1. Admission fee refundable only:-
  - (i) When a candidate dies before he/she finished his/her part of examination. Fee is refundable to his/her legal heirs.
  - (ii) When a candidate is debarred from appearing at the examination in compliance with provision of University Statutes and Regulations.
  - (iii) Candidate informed regarding his adjustment of fee towards next session vide No.....

Dated.....

Dealing Assistant/Despatcher