

6. **Transfer**

- a) Taking into consideration all the conditions for interdepartmental migration, fees & dues of one department will be transferred to other department on the recommendations of Head of departments, student is being transferred from.
- b) Fees deposited for the examination will be transferable to next examination after recommendation of examination department (not below the authority of Deputy Controller)

7. **H.E.C Refund Policy**

Revised-National Level Fee-Refund Policy at Higher Education Institutions of Pakistan:

The Higher Education Commission (HEC) has circulated the following revised National fee-refund policy at Higher Education Institutions of Pakistan vide letter No. 10-1/ HEC/ A.C.C / 2015 / 6542 dated December 07, 2015

%age of Fee*	Timeline** For Semester / Trimester System	Timeline for Annual System
Full (100%) Fee Refund	Up to 7th day of commencement of classes	Up to 15th day of commencement of classes
Half (50%) Fee Refund	From 8th - 15th day of commencement of classes	From 16th - 30th day of commencement of classes
No Fee (0%) Refund	From 16th day of commencement of classes	From 31st day of commencement of classes

- I. **% of Fee** shall be applicable on all components of fee, except for security and admission charges
- II. **Timeline** shall be calculated continuously covering both weekdays and weekend.