

International Islamic University, Islamabad

(Office of the Director (Academics & Examinations))

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No. IIU- D.Acad (08)/2008-31376

Dated:-12-02-2025

NOTIFICATION

Subject: HEC NATIONAL FEE REFUND POLICY (REVISED 2024)

The President IIUI in exercise of powers vested in him u/s 13 (2) (b) of the IIUI Ordinance-1985 and in anticipation of the approval of the academic council, has approved following fee refund policy for adoption by International Islamic University, Islamabad implemented with effect from Spring semester 2025 -

1. CANCELLATION/WITHDRAWAL

1.1. Students canceling or withdrawing from a program of study may be entitled to a refund of Tuition Fee. Generally those students will qualify for a refund whose request for a fee refund falls under one of the categories:

- i. Personal Emergencies
- ii. Health Reasons
- iii. Care of and medical reasons for Family Members
- iv. Legal/Immigration Matters
- v. Delay in admission in other Universities
- vi. Other (these reasons will be considered on an individual case basis)

1.2. If a student is required to leave the program due to non-fulfillment of entry/admission requirements upon official announcement of examination results, he/she will be eligible for a refund

2. POSTPONEMENT/DEFERMENT OF SEMESTER

2.1 The Tuition Fee can be carried forward and utilized for the following subsequent semester if a student seeks postponement of his/her studies within Two (2) weeks of the commencement of the semester

2.1. However, after the above-mentioned time frame, any request for the Tuition Fee to be carried forward shall only be permitted on medical grounds, duly verified by a medical officer of the University or by a Doctor of a Government Hospital. The HEI, however, may inquire about the authenticity/validity of the medical certificate/advice of the doctor.

3. REFUNDABLE FEE

4. Tuition Fee:

4.1. Application for a refund of Fee can be made by completing the appropriate form and submitting the proof of payment. Any refund will be paid to the student or his/her parents/guardians/ sponsoring body.

4.2. The refund amount of Tuition Fee is subject to the following schedule:

Timeline	Percentage of Fee
Upto 10 th day of commencement of classes	100% fee refund
Upto 15 th day of commencement of classes	80% fee refund
Upto 20 th day of commencement of classes	60% fee refund
Upto 30 th day of commencement of classes	50 % fee refund
31 st day onwards of commencement of classes	No Refund

Note: The timelines for refund of tuition fee are inclusive of the weekends



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5. Laboratory Fee:

The Laboratory fee contains the following types

- a. Computer Laboratory Compulsory for all students
- b. Science Laboratory Compulsory for all students who enroll in one or more science subjects such as Biology Chemistry Physics etc
- c. Engineering Laboratory Compulsory for all engineering students
- d. Medical Laboratory Compulsory for Medical and Health Sciences students.
- e. Other Laboratory Compulsory for students
- f. The laboratory fee is 100% refundable minus (-) the days a student has availed of that facility(es).

6. Library Fee

- 6.1. The library/digital library fee is completely refundable.

7. Transport Fee

- 7.1. The fee submitted for transportation is completely refundable.
- 7.2. The transport fee is 100% refundable minus (-) the days a student has availed of that facility(es).

8. Utilities Fee

- 8.1. The fee submitted for utilities/services is completely refundable.
- 8.2. The Utilities fee is 100% refundable minus (-) the days a student has availed of that facility(es).

9. Security/Deposit Fee

- 9.1. Payable by all new students together with the first-semester tuition fee, this fee is refundable after deductions are made for the damage/loss (if any) caused by the student.
- 9.2. The deposit is fully refundable after the student has completed his/her duration of studies or has withdrawn/transferred to another university.

10. Examination Fee

- 10.1. The fee submitted as an examination fee is completely refundable.

11. Fee for Curricular/Co-Curricular Activities:

- 11.1. The fee submitted for curricular, co-curricular, extra-curricular, sports, tours, field trips etc. activities is completely refundable.
- 11.2. The Curricular/co-curricular, extra-curricular, fee is 100% refundable minus (-) the days a student has availed of that activity (ies).

12. Fee Transfer:

- 12.1. A student who transfers to another program within the university will be eligible for fee transfer to the new program. If there's difference of fee in between the two programs of that university then
- a. In case the fee difference is Positive then the difference will be paid by the student.
 - b. In case the fee difference is negative then the difference will be paid to the student.



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13. NON-REFUNDABLE FEE

14. Admission Fee:

14.1. The fee paid as an admission fee is nonrefundable

14.2. However, it may be noted that in case, a student paid admission fee in one of the constituents/affiliated colleges of the university, and he/she/transgender is also offered admission in another college in the same program, then the admission fee paid to the earlier college is to be transferred to the later college in respect of that student


15. Registration/Application Fee

15.1. Any Fee, payable at the time of initial application is non-refundable under any circumstances

16. No Refund

A student expelled from the university due to disciplinary misconduct, shall not be eligible for any refund, except for the refundable Security/Deposit Fee.

3. Anticipatory approval accorded by the President IIUI will be reported to the 89th meeting of the academic council for ratification


(Syed Naveed Ehtesham)
Director (Acad & Exams)/
Secretary, Academic Council

Distribution

- 1 All Deans of the Faculties/Director General of the Institutes/Academies
- 2 Director, DGS
- 3 Incharge, Finance
- 4 Additional Director (A&E)
- 5 Incharge, Audit
- 6 Deputy Director (Fee)
- 7 Deputy Director (IAO) F
- 8 Assistant Director (Fee) M
- 9 Incharge, Admissions (M)

CC:

- 1 SPS to Rector, IIUI
- 2 SPS to President, IIUI
- 3 PS to Vice President (R&E)
- 4 PS to Vice President (A&F)
- 5 PS to Vice President (Academics)