

## FEE REFUND FORM

**NOTE: That refunds are done once a month (at the end of the month)**

**DATE:** .....

**DEPARTMENT:** .....

**NAME:** .....

**ADMISSION NO** .....

**COURSE:** .....

**TERM:** .....

**REASON FOR REFUND:** .....

.....

.....

**STUDENT'S SIGNATURE:** .....

**APPROVED/NOT APPROVED:**

**HOD** ..... **DATE**.....

**DEAN OF STUDENTS** ..... **DATE**.....

**FINANCE OFFICER** ..... **DATE:** .....

**CHIEF PRINCIPAL:** ..... **DATE:** .....