SOHAIL UNIVERSITY

Policies & Procedures

SOHAIL UNIVERSITY

Withdrawal Policy

Policy Title: Withdrawal Policy	
Revision Date (if any):	
Policy No.: SU/A-WP/25	
Version: 01	
Approved by: 21st Academic Council	
Date of Approval: 20-10-2025	**Effective Date: 20-10-2025**
To be implemented by: **Students of All Academic Departments**	
Total pages: 05	

	Name	Designation	Date
Prepared by:	Syed Najeeb Haider Jafri	Director QEC	22-08-2025
Reviewed by:	Dr. Shahid Baqar	Pro Vice Chancellor	22-08-2025

CamScanner

1. Preface

A clear withdrawal process provides a structured way to manage and maintain academic standing, offers clarity on deadlines, and helps students make informed decisions about their academic journey. It helps HoDs/ Principals to maintain the record of enrollment. It plays a crucial role in fostering a positive and effective learning environment for all students in the university.

2. Objective

The basic objective of this policy to ensure clarity, fairness and support students throughout the process.

3. Policy for Course Withdrawal

3.1 Students may be allowed to withdraw from a course during 4-6 week of the semester. In such a case the transcript shall record that the student enrolled in the course and withdrew. Consequently, grade W will be awarded to the student which shall have no impact on the calculation of the CGPA of the student. A student withdrawing after the 6th week shall be automatically awarded "F" grade which shall be counted in the GPA and stay on the transcript.

3.2 When withdrawing from a course of study, students may be entitled to a refund of Tuition Fee. When their request for a fee refund fall under one of the following categories:

i. Bereavement
ii. Deterioration of Health
iii. Taking care of family members for medical reasons
iv. Legal/Immigration issues
v. Delay in admission in other Universities
vi. Others (Reasons may be considered of an individual on case to case basis).

CamScanner

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

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

3.3 In case of complete withdrawal of any semester fee will be re- adjusted in accordance with table mentioned in paragraph 3.2. Moreover, such withdrawal will not be counted in 7 years limit.

4. Policy for Program Withdrawal

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 fall 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)

4.1 Refundable Fee

Application for a refund of Fee can be made by completing the appropriate form and submitting with proof of payment. Refund will be paid to the student, their parents, guardians, or sponsoring organization.

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

CamScanner

Timeline	Percentage of Fee Refund
Up to 10th day of commencement of classes	100% fee refund (except Admission Fee)
Up to 15th day of commencement of classes	80% refund of Tuition Fee and Security deposit
Up to 20th day of commencement of classes	60% refund of Tuition Fee and Security deposit
Up to 30th day of commencement of classes	50 % refund of Tuition Fee and Security deposit
31st day onwards of commencement of classes	Only Security Deposit

4.2 Student may be allowed to switch to a new program of SU from the commencement of new entry only if institution's, HEC's and Accreditation body's policy permit/allows such switch over.

4.3 In case of grant of permission for switch over (mentioned in paragraph 4.2), the student's security and admission fee may be adjusted as it was paid in the previous enrollment.

5. Scope

This policy applies all students enrolled in programs offering in Sohail University.

	Initiated by	Reviewed by	Reviewed by	Approved by
Signature				
Name	Ms. Kinza Tariq	Syed Najeeb Haider Jafri	Dr. Shahid Baqar	Prof. Dr. Saeed Qureishy
Designation	Assistant Manager QEC	Director QEC	Pro Vice Chancellor	Vice Chancellor

Reference

HEC POLICY GUIDELINES FOR IMPLEMENTATION OF UNIFORM SEMESTER SYSTEM IN HEI'S OF PAKISTAN

HEC REFUND POLICY- 2024

CamScanner

Sohail University

Withdrawal Form (to be filed by Student)

Reg No: _____ Name: _____

Batch/Section: _____ Semester_____

Contact Number._____ CGPA_____

Sr. No	Course Title & Faculty name	Date Classes attended up to	Reason for Withdrawal

_____
Student's Sign& Date

Attendance Record

Verified / Not Verified

_____
Signature of Faculty

_____
Date

Recommended / Not Recommended

_____
HoD's Signature

_____
Date

Approved / Not Approved

_____
Dean's Signature

FOR EXAM BRANCH ONLY

Approved / Not Approved

Date: _____

_____
DCE Signature

CamScanner