



# POKHARA UNIVERSITY

Office of the Controller of Examinations

Pokhara Metropolitan City-30, Kaski

Date: \_\_\_\_\_

To  
The Controller of Examination  
Pokhara University, Kaski.

Subject: **Request for the refund of rechecking.**

Dear Sir/Madam,

I was unsatisfied with my result and had submitted an application for the rechecking of my answer books. The grade seems changed after the result of rechecking. So I would like to request for the refund of the rechecking charge fees which I have paid as per the university rules and regulations.

**Applicant's Name** : ..... **Faculty** : .....  
**PU Reg. Number** : ..... **Exam Roll No.** : .....  
**College** : ..... **Program** : .....  
**Year** : ..... **Semester** : .....

1. Details of the grade changed:

S.N.	Course Title	Previous Grade/Marks	Grade/Marks after Rechecking result
1			
2			
3			
4			
5			
6			

Applicant's Signature : ..... Contact Number : .....

**I would like to request you to deposit my refund in the following bank details.**

Name of Bank : .....

Bank Account Holder's Name (In Block Letter): .....

Bank Account Number : .....

Signature : .....Date : .....

**For official use only:**

**Required Documents:**

Please attach the following document along with this application.

1. Copy of Student Identity Card.
2. Copy of Result sheet where the grade is changed.
3. Copy of Bank Voucher.
4. Copy of PU Registration Card.

