



**HIMACHAL PRADESH NATIONAL LAW UNIVERSITY, SHIMLA  
16 MILE, SHIMLA-MANDI NATIONAL HIGHWAY, GHANDAL  
DISTRICT SHIMLA, HIMACHAL PRADESH-171014**

Ph. 0177-2779802, 0177-2779803, Fax: 0177-2779802

Website: <http://hpnlu.ac.in>

**HPNLU-B(15)-92(R.O.)/2021-1307**

**Dated: 25-06-2024**

**Fee Refund Policy for the Academic Session 2024-25**

Himachal Pradesh National Law University, Shimla hereby notify that it has adopted *in toto* the refund policy notified by the University Grants Commission (UGC) of India, as per letter No F.2-71/2022 (CPP-II) (C-114546) dated 12<sup>th</sup> June, 2024. **(copy attached herewith).**

This fee refund policy applies to all the students enrolled in the Himachal Pradesh National Law University, Shimla for the UG (B.A./ B.B.A. LL.B.) PG (LL.M.) Courses offered by the university for the Academic year 2024-25.

This policy is subject to any revisions or modifications by the UGC respectively. Filled form along with bank details should be sent in the PDF format at the following **email** : [admission@hpnlu.ac.in](mailto:admission@hpnlu.ac.in)

**Sd/-  
Registrar,  
HPNLU, Shimla**



ज्ञान-विज्ञान विमुक्तये

आचार्य मनिष र. जोशी  
सचिव

Prof. Manish R. Joshi  
Secretary



सत्यमेव जयते



विश्वविद्यालय अनुदान आयोग  
University Grants Commission  
(शिक्षा मंत्रालय, भारत सरकार)  
(Ministry of Education, Govt. of India)

D.O. No.F.2-71/2022 (CPP-II) (C-114546)

12<sup>th</sup> June, 2024 / 22 ज्येष्ठ, 1946

**Subject: Fee Refund Policy 2024-25**

आदरणीय महोदया/महोदय,

The University Grants Commission receives many representations/complaints from students/parents on the non-refund of fees by the Higher Education Institutions (HEIs) on cancellation/withdrawal of admissions.

2. Students should be allowed a full refund of fees within a specified period to enable them to opt for a course of their choice.

3. The Commission has considered the matter in its 580<sup>th</sup> meeting held on 15 May 2024, and after considering the relevant factors decided, the following fee refund policy for the academic session 2024-25:

- Notwithstanding anything contained in any guidelines/ prospectus/ notification/ schedule, a full refund of fees shall be made by the HEIs on account of all cancellations of admissions/migrations of students up to 30 September 2024 and with a deduction of not more than Rs. 1,000, as a processing fee, up to 31 October 2024.
- It shall apply to all higher education institutions, whether established or incorporated by or under a Central Act or a State Act, and every institution recognized by the University Grants Commission under clause (f) of Section 2 of the University Grants Commission Act, 1956 and to all institutions deemed to be a University declared as such under Section 3 therein and to all higher education institutions affiliated to a University.
- These guidelines would also be applicable to organizations, consortiums, committees, associations, etc., constituted for the purpose of conducting counselling or processing admissions and collecting fees on behalf of participating HEIs, and the HEI concerned will be responsible for refund fees.
- For any admission schedule extending/commencing beyond/after 31 October 2024, the provisions contained in the UGC Notification issued in October 2018 on Refund of Fees and Non-Retention of Original Certificates shall apply (reproduced below for ready reference):

Category	Percentage of Refund of fees*	Point of time when notice of withdrawal of admission is received in the HEI
(1)	100%	15 days or more <b>before</b> the formally notified last date of admission
(2)	90%	Less than 15 days <b>before</b> the formally notified last date of admission
(3)	80%	15 days or less <b>after</b> the formally notified last date of admission
(4)	50%	30 days or less, but more than 15 days <b>after formally</b> notified last date of admission
(5)	00%	More than 30 days <b>after</b> formally notified last date of admission

Cont...

e. This policy will remain in force for subsequent academic sessions until the issuance of a revised policy by the UGC.

4. It may also be noted that the UGC has notified the Redressal of Grievances of Students Regulations, 2023, wherein "delay in, or denial of, the refund of fees due to a student who withdraws admission within the time mentioned in the prospectus, subject to guidelines, if any, issued by the Commission, from time to time" has been defined as one of the grievances.

5. The Higher Education Institutions are requested to ensure compliance with the fee refund policy for the academic session 2024-25 and redress any grievance by the provisions of the University Grants Commission (Redressal of Grievances of Students) Regulations, 2023.

6. Any HEI violating the provisions of UGC Fee Refund Policy 2024-25 shall be liable for punitive action as notified in Clause 5 of the UGC Notification on Refund of Fees and Non-Retention of Original Certificates issued in October 2018.

सादर,

भवदीय,

(मनिष जोशी)

सेवा में,

सभी विश्वविद्यालयों के कुलपति।

सभी महाविद्यालयों के प्राचार्य।



HIMACHAL PRADESH NATIONAL LAW UNIVERSITY, SHIMLA  
16 MILE, SHIMLA-MANDI NATIONAL HIGHWAY, GHANDAL  
DISTRICT SHIMLA, HIMACHAL PRADESH-171014  
Ph. 0177-2779802, 0177-2779803, Fax: 0177-2779802  
Website: <http://hpnlu.ac.in>

**ADMISSION WITHDRAWAL/ CANCELLATION FORM**

**Academic Session 2024-25**

1. NAME (IN BLOCK LETTERS).....
2. Father's Name.....Mobile No.....
3. Mother's Name.....Mobile No.....
4. Gender:      Male               Female               Other
5. E-mail Id.....
6. Postal Address.....  
.....  
.....  
Phone No. with S.T.D. Code.....Mobile.....
7. Name of the Programme Admitted (B.A. LL.B./ B.B.A. LL.B., LL.M.).....
8. Category (Trick Mark the box/s as applicable)  
All India General     All India SC     All India ST     SAP/PwD   
WSRD     J&K Resident     Wards of J&K Migrants     OBC   
EWS     F/SAARC/NRI
9. CLAT Details  
(a)    CLAT Roll Number.....CLAT Score.....  
(b)    ALL India Rank.....Category Rank (if any).....
10. Fee Details  
Amount Deposited at HPNLU ₹.....UTR Number.....Date.....
11. Bank Details for receiving the Refund  
Name of the Account Holder.....  
Account Number.....Bank Name.....  
IFSC Code.....Branch Code.....

**DECLARATION**

I.....hereby declare that information given above is true to the best of my knowledge and belief, and in case of any error of information supplied, I shall take full responsibility.

Place.....

Date..... (Signature of the applicant/ Candidate )

Note: Enclose (1) HPNLU Fee Receipt (2) Counselling and Confirmation Fee Receipts (3) CLAT Admit Card and (4) Cancelled Cheque.

**(FOR OFFICE PURPOSE ONLY)**

**Verified by the Standing Admission Committee**

**Recommendation for refund of Fee ₹ \_\_\_\_\_ (In words \_\_\_\_\_)**

**To the applicant.**

**In case, the applicant is not entitle for refund, provide reason : \_\_\_\_\_**

\_\_\_\_\_

**Name and Signatures of the members :-**

1. \_\_\_\_\_ 3. \_\_\_\_\_

2. \_\_\_\_\_ 4. \_\_\_\_\_

**(Chairperson)**

**(FOR ACCOUNT OFFICE ONLY)**

**The Amount Refunded (₹. \_\_\_\_\_ (In words \_\_\_\_\_)**  
\_\_\_\_\_)

**To (Name \_\_\_\_\_) Dated \_\_\_\_\_**

**(Name & Signature of the Account Clerk)**

**(NOTE : The Account office is required to return this application form in original, to the Standing Admission Committee after refund of the Fee).**





**HIMACHAL PRADESH NATIONAL LAW UNIVERSITY, SHIMLA**  
16 MILE SHIMLA-MANDI NATIONAL HIGHWAY  
GHANDAL DISTRICT SHIMLA, HIMACHAL PRADESH-171014  
Ph. 0177-2779802, 0177-2779803, Fax-0177-2779802  
Website: <http://hpnlu.ac.in>

**NO DUES CERTIFICATE**

**PART-I**

(To be filled by student in Capital Letters)

Name of Student: \_\_\_\_\_ Father's Name: \_\_\_\_\_  
Enrolment No.: \_\_\_\_\_ Course: \_\_\_\_\_  
Year of Passing: \_\_\_\_\_ Result: Pass/Failed/Awaited  
Mobile No.: \_\_\_\_\_ Email Id: \_\_\_\_\_  
Refund Details: (Security Amount Deposited): \_\_\_\_\_  
Bank Account Number: \_\_\_\_\_ Name of Bank: \_\_\_\_\_  
IFSC: \_\_\_\_\_  
Encl.: (i) Original Identity Card

**DECLARATION**

I declare that information given above is correct to my knowledge and belief. The Security deposit may be refunded after deducting dues (if any) as indicated below.

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

Signature of the Student \_\_\_\_\_

**PART-II**

(To be filled by respective official and Verified by Registrar/HOD/Section Head/ In Charge etc.)

Sr. No.	Items (Strike out if not applicable)	Remarks	Office	In-Charge
1	Accounts Office			
2	Students Welfare			
3	Hostel Accommodation			
4	Library & Computer Lab			
5	Sports Committee			
6	Canteen/Cafeteria (if any)			

Net Amount Refunded: Rs.  
(Accounts Office)

**Registrar  
HPNLU, Shimla**