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. HPNLU-B(15)-92(R.O.)/2021- 14 **Dated: -31.07.2021**

HPNLU FEE REFUND POLICY-2021-22

The Himachal Pradesh National Law University, Shimla, in accordance with the 'UGC Guidelines on Examinations and Academic Calendarin view of the COVID-19 Pandemic', Notification dated July 2021, hereby notifies the Fee Refund Policy to be applicable for the Academic Session 2020-21: -

1. In case of written request for withdrawal / cancellations of admissions is received up to October 31st, 2021, all fee including all charges shall be refunded.
2. In case written request for withdrawal / cancellation of admission is received on or after November 1st, 2021 and up to December 31st, 2021, all fee collected from the students shall be refunded after deducting Rs. 1000/- as processing fee.
3. With respect to written request for withdrawal of admission is received on or after January 01st, 2022-
   (i) That the candidate may be allowed to withdraw his or her admission subject to deposition of annual fee and formal clearance from the University in the prescribed format **(enclosed herewith).**
   (ii) No migration/ no objection certificate can be issued in such cases, until the applicant submits original transfer certificate of his qualifying examination.
   (iii) In case written request for withdrawal of admission is received on or after January 01st, 2022 but before the commencement of 2nd semester, the students will be refunded with all refundable securities, the fee deposited for the 2nd semester, and the hostel fee, if no hostel was allocated to such student.
4. Students seeking withdrawal / cancellation of admission are required to fill the 'Withdrawal /Cancellation Form' enclosed herewith.

The above guidelines shall be subject to any further notification issued by the University Grants Commission (UGC), New Delhi.

Registrar
HPNLU, Shimla

Enclosures.

1. 'Withdrawal /Cancellation Form'
2. No-Objection Certificate (if Applicable)

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ADMISSION WITHDRAWAL/ CANCELLATION FORM

Academic Session_____

(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.LLB./ B.B.A. LL.B., LL.M.) _____

(8) Category (Tick 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 (Rs.)_____ UTR Number _____Date_____

(11) Bank details for receiving the Refund

Name of the Account Holder_____

Account Number _____ Bank Name _____

IFSC _____ 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 CANDIDATE)

Note: Enclose (1) HPNLU Fee Receipt, (2) CLAT Admit Card, and (3) Cancelled Cheque.

[FOR OFFICE PURPOSE ONLY]

Verified by the Standing Admission Committee:

Recommended for refund of Fee Rs._____ (In Words_____)

to the applicant.

In case, the applicant is not entitle for refund, provide reasons:_____

_____

_____

Name & Signature of Members

1. 2.

3. 4.

Convener
(Name & Signature)

[For Account Office Only]

The Amount Refunded (Rs)_____ (In

Words_____)to

(Name)_____)dated_____

Name & Signature of 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.]

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NO DUES CERTIFICATE

PART-I

(To be filled by student in Capital Letters)

Name of Student: **Father's Name:**

Enrollment 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: **MICR Code:**

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)			
7	Any Other			

Net Amount Refunded: Rs.

(Accounts Office) **Registrar**