



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

1-1/2025/HPNLU(Adm.)/R.O.-1493

Dated: - 17.07.2025

FEE REFUND POLICY FOR THE ACADEMIC SESSION 2025-26

It is hereby notified that the revised refund policy of the University Grants Commission (UGC) for the Academic Session 2025-26 is awaited. Until the updated policy is issued, the refund policy of the previous academic year shall remain applicable, as notified by the UGC *vide* Letter No. F.2-71/2022 (CPP-II) (C-114546) dated 12th June, 2024 (**Copy attached**).

This refund policy shall be applicable to all students admitted to the Undergraduate (B.A./B.B.A. LL.B.) and Postgraduate (LL.M.) programmes of Himachal Pradesh National Law University, Shimla, for the Academic Session 2025-26.

The policy is subject to revision or modification as and when notified by the UGC. Applicants seeking a fee refund must submit the duly filled refund form along with their bank details in PDF format to the following email address: admission@hpnlu.ac.in.

Registrar
HPNLU, Shimla



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ADMISSION WITHDRAWAL/ CANCELLATION FORM

Academic Session 2025-26

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 entitled 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).



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

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
Mob. No.		E-Mail ID:	
Refund Detail (Security Amount Deposited in Rs.):			

Bank Detail for the Refund (self or parents only)

Account Holder's Name:	
Name of Bank:	
Bank Account No.	
Branch:	
IFSC Code:	

Encl.: (1) Original Identity Card
(2) Copy of Cancelled Cheque/Passbook

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)	Dues/Remarks (if any)	Office	In-Charge
1	Hostel Warden			
2	Dean Students Welfare			
3	Library			
4	Computer Lab/IT Section			
5	Sports Committee			
6	Examination Branch			
7	Accounts Office			

Section Officer (Admin)
HPNLU, Shimla

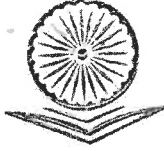
Registrar
HPNLU, Shimla

(For Accounts Branch only)

Net Amount Refundable (after deduction of dues if any as indicated above): Rs.

(Accounts Office)

Section Officer (Accounts)



ज्ञान-विज्ञान विमूक्तये

आचार्य मनिष र. जोशी

सचिव

Prof. Manish R. Joshi

Secretary



सत्यमेव जयते



आज़ादी का
अमृत महोत्सव

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)

12th 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 580th 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 before the formally notified last date of admission
(2)	90%	Less than 15 days before the formally notified last date of admission
(3)	80%	15 days or less after the formally notified last date of admission
(4)	50%	30 days or less, but more than 15 days after formally notified last date of admission
(5)	00%	More than 30 days after 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।