

**HEMVATI NANDAN BAHUGUNA GARHWAL UNIVERSITY  
SRINAGAR (GARHWAL) UTTRAKHAND-246174  
APPLICATION FOR REFUND OF FEES**

To

The Assistant Registrar (Finance), HNBGU

Sir,

I am requesting to refund the fee of Rs. \_\_\_\_\_ deposited in the University account No. \_\_\_\_\_. Details of fees are as per followings:

NAME OF THE APPLICANT	
NAME OF THE INSTITUTION	
NAME OF THE COURSE	
YEAR OF ADMISSION/SEMESTER	
AADHAR NUMBER	
PAN NUMBER	
BANK NAME	
ACCOUNT NUMBER OF APPLICANT	
IFSC CODE	
REASON FOR CLAIMING REFUND OF FEE	

Date :

Signature of the Applicant

Recommendations of the by the Principal/HOD/Dean of the Department/School( In case of cancellation of admission)

Details of the Fees Refund: ( As per UGC notification)

Percentage of Refund of fees ( as per UGC norms and approved by the statutory body of the University)	Point of time when notice of withdrawal of admission is received by the Finance Officer of the University.
100%	15 days or more before the formally-notified last date of admission
90%	Less than 15 days before the formally-notified last date of admission
80%	15 days or less after the formally-notified last date of admission
50%	30 days or less, but more than 15 days, after formally-notified last date of admission.
00%	More than 30 days after formally-notified last date of admission.

Note: 5% of the fees paid by the student to be deducted as processing charges from the refundable amount. Bank charges/ transaction charges for transfer also to be deducted from the refundable amount. There will be no charges in case of double payments. Fee will be refunded to applicant's account number only.

Application can be submitted at account section / through e-mail :

**assistantregistrarfinance@gmail.com**

**NOTE:** Detail of the fee deposited ( copy of receipt to be enclosed with aadhar & pan card with good Xerox copy).