



हेमवती नन्दन बहुगुणा गढ़वाल विश्वविद्यालय
Hemvati Nandan Bahuguna Garhwal University
श्रीनगर गढ़वाल (उत्तराखण्ड)-246174
Srinagar Garhwal (Uttarakhand) - 246174
(केन्द्रीय विश्वविद्यालय)
(A Central University)

दूरभाष/Telephone : 01346 - 252143 (O)
ईमेल/Email : fo@hnbgu.ac.in

पत्रांक : हे.न.ब.ग.वि.वि./Fo/2023/115

दिनांक : 26/09/2023

NOTICE

This is observed that students are submitting their Admission withdrawal requests online/offline directly to University and without prior approval of the concerned Head of the Department / Dean of the School / Director of Campus.

It is to inform all the concerned that such request must be submitted/forwarded through the concerned Head of the Department / Dean of the School / Director of Campus. Any such request which is not forwarded by Head of the Department / Dean of the School / Director of Campus may not be entertained.

Students, who withdraw their admission and claim for fee refund, should submit their admission withdrawal and fee refund requests, in prescribed format available at the University website along with the scanned copy of required documents, to their respective Head of the Department / Dean of the School / Director of Campus, to forward to the University.

Finance Officer

Copy to:-

1. All Heads/Deans/Directors of Campus—
with request to kindly verify, and forward such application of admission withdrawal for the fee refund of the candidates.
2. PS to VC for kind information of Hon'ble VC.
3. PS to PVC.
4. PS to Registrar.

Finance Officer

HEMVATI NANDAN BAHUGUNA GARHWAL UNIVERSITY
SRINAGAR (GARHWAL) UTTRAKHAND-246174
APPLICATION FOR REFUND OF FEES
(In case of Admission withdrawal)

To,
Assistant Registrar (Finance), HNB Garhwal University Srinagar Garhwal Uttarakhand.
Sir,

I am requesting to refund the fee of Rs._____ deposited in the University account Vide transaction ID._____.Details of fees are as per followings:

NAME OF THE APPLICANT	
NAME OF THE Campus	
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 Head of the department/Dean of School. **(In case of withdraw/cancellation of admission without the recommendation/forwarding of the fee refund application will not entertained.**

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 / Forwarded to the account section, through e-mail:
assistantregistrarfinance@gmail.com

NOTE: Scanned copy of Following documents to be attached with the fee refund request form :-

(i) Deposited fee receipt, (ii) Aadhar Card, (iii) PAN, (iv) Front page of Bank Pass Book of the Candidate.

HEMVATI NANDAN BAHUGUNA GARHWAL UNIVERSITY
SRINAGAR (GARHWAL) UTTRAKHAND-246174
APPLICATION FOR REFUND OF FEES
(In case of Double Payment)

To,
Assistant Registrar (Finance), HNB Garhwal University Srinagar Garhwal Uttarakhand.
Sir,

I am requesting to refund the fee of Rs._____deposited in the University account Vide transation ID._____.Details of fees are as per followings:

NAME OF THE APPLICANT	
NAME OF THE INSITUTE/COLLEGE	
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

.

Fee will be refunded to applicant's account number only.

Application can be submitted / Forwarded to the account section, through e-mail:
assistantregistrarfinance@gmail.com

NOTE: Scanned copy of Following documents to be attached with the fee refund request form:-

(i) Deposited fee receipt, (ii) Aadhar Card, (iii) PAN, (iv) Front page of Bank Pass Book of the Candidate.