



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

F. NO. : HNBGU/FO/2026/ 1211

Dated 9/9/2026

**NOTIFICATION**

Considering the UGC guidelines No.F.2-71/2022(CPP-II) (C-114545) dated 12/06/2024 and D.O.No.F.12-5/2024 (FNT/NET)-Fee Nivaran (Notice) dated 27.10.2025, the Vice Chancellor has accorded approval to implement the **Fee Refund Policy for the academic session 2026–27** for the University Campuses and its affiliated Institutions of the University, as follows:

a) Full refund of fees shall be made by the University on account of all cancellations of admissions/ migrations of students up to 30th September 2026 and with a deduction of Rs.1,000/-, as a processing fee, up to 31st October 2026.

b) For any admission schedule extending/ commencing beyond/after 31st October 2026, the provisions contained in the UGC notification issued in October 2018 on Refund of Fees and Non- Retention of Original Certificates shall apply, which is as shown below :

| Category | Percentage of Refund of fees | Point of time when notice of withdrawal of admission is received in the HEI through Samarth portal |
|----------|------------------------------|----------------------------------------------------------------------------------------------------|
| (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                                   |

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

Finance Section will refund the fee on receipt of application of the students through HOD of the concerned Department.

The SAMARTH Cell has to provide details of the admission and cancellation of students on weekly basis to finance section, so that fee refunds of students can be processed well in time after verification from banks.

The students admitted in affiliated colleges are hereby advised to approach the concerned institution only. Their fee will be refunded by the Institution where the students have deposited their fee.

The students of University campuses need to submit their **application ( as per format annexed)** to the Head of the Departments of concerned Department.

This is issued as per Guidelines of UGC and after approval of competent authority.

Copy to:

1. Office of Vice-Chancellor, HNBGU for kind information of Hon'ble Vice-Chancellor.
2. DSW/ Directors of the Campuses/ HODs of the University
3. Coordinator Samarth Cell, HNBGU/ Assistant Registrar Finance
4. PS to Registrar.
5. In charge Affiliation section for circulation among all affiliated colleges.
6. In charge website for uploading in website of the University for Information of all concerned.

Registrar

Registrar

To,  
The Head of Department  
Department of \_\_\_\_\_  
HNBGU, Srinagar Garhwal

Dated: \_\_\_\_\_

**Subject: Application for Refund of Admission Fee for the Academic Session 2026–27.**

Respected Sir/Madam,

I am writing to request the refund of the admission fee deposited by me for admission to..... [Name of Programme/Course] for the academic session 2026–27, through the Common University Entrance Test (CUET)/ University Entrance Test.

I have been allotted /admitted to the above-mentioned programme through the CUET/ UET admission process. However, due to..... [mention reason, if applicable – e.g., admission to another institution/course / personal reasons], I am unable to continue with the admission. Therefore it is requested that my admission to be cancelled and eligible amount of the admission fee deposited by me may kindly be refunded as per the UGC/University rules.

The relevant details are given below:

Name of Student: \_\_\_\_\_

CUET Application/Registration No.: \_\_\_\_\_

Programme/Course: \_\_\_\_\_

Date of Admission: \_\_\_\_\_

Admission/Enrolment No.: \_\_\_\_\_

Amount of Admission Fee Deposited: ₹ \_\_\_\_\_

Date of Fee Payment: \_\_\_\_\_

Transaction/Receipt No.: \_\_\_\_\_

I shall be grateful if the eligible refund of the admission fee is processed at the earliest through Bank Transfer as per details given below.

Thanking you.

Yours faithfully,

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Mobile No.: \_\_\_\_\_

Email ID: \_\_\_\_\_

Aadhar Number: \_\_\_\_\_

Bank Account Holder Name: \_\_\_\_\_

Name of the Bank: \_\_\_\_\_

Bank Account Number: \_\_\_\_\_

IFSC Code: \_\_\_\_\_