



# Hidayatullah National Law University

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## **HIDAYTULLAH NATIONAL LAW UNIVERSITY RAIPUR (REFUND OF FEES ON WITHDRAWAL) RULES, 2023**

1. **General Policy:** HNLU is committed to providing a fair and transparent refund process for refund of fees paid by students. This policy outlines the guidelines and procedures for refund.
2. **Eligibility for Refunds:** Refunds will be made to students cancelling/withdrawing admission from an academic program within a time specified by the university subject to guidelines issued by the UGC.
3. **Refund Processing Time:** HNLU aims to process refund requests promptly. Once a valid refund request is received, the accounts department will initiate the refund process. However, please note that the actual time it takes for the refunded amount to reflect in the student's account may vary depending on the banking or payment system used.
4. **Request for Refund:** Students seeking refund on account of cancellation/withdrawal of admission should follow the prescribed procedure. They are required to submit a written refund request to the Academic Section, stating their name, student ID, reason for the refund, and supporting documentation, if applicable.
5. **Refund Calculation:** The refund amount will be calculated based on the applicable refund policy and the date of admission cancellation or withdrawal.
  - a) The insurance premium paid to the insurance agency on behalf of the student from the medical fee component will be deducted from the total payable amount while making the refund.
  - b) For the utility and other services availed by the student, refund will be made after deducting the charges in the following manner.
    - i) Students availing utility and other services for 0-15 days will be charged for a block of 15 days; and
    - ii) Students availing utility and other services beyond 15 days will be charged for the entire month.
6. **Mode of Refund:** Refund will be made electronically through bank transfers (NEFT/RTGS) based on the account details furnished by the students.
7. **Contact Details:** For any queries or concerns related to fee refunds, students can reach out to the accounts department at [feeaccounts@hnl.u.ac.in](mailto:feeaccounts@hnl.u.ac.in) or [7587017912](tel:7587017912). The email address provided will serve as the primary contact point for refund-related communication.
8. **Policy Amendments:** HNLU reserves the right to modify or update the refund policy as may be necessary from time to time. Any changes will be communicated to students through official channels, and the updated policy will apply to refund requests received after the effective date of the change.

**Note:** Please note that this refund policy is intended as a general guideline. Students are advised to contact the accounts department directly for the most accurate and up-to-date information regarding fee refunds.

### **Terms and Conditions for Fee Collection and Data Gathering:**

1. **Fee Collection:** Hidayatullah National Law University (HNLU) follows a specified fee collection process for its students. The university reserves the right to modify the fee structure, payment methods, and deadlines as deemed necessary. Students are responsible for timely payment of fees and should adhere to the guidelines provided by the university's accounts department.
2. **Data Gathering:** HNLU may collect personal data from students for the purpose of providing the best educational services. This data may include, but is not limited to, contact information, academic records, and financial details. The university is committed to safeguarding the privacy and confidentiality of this data in accordance with applicable laws and regulations.
3. **Consent and Usage:** By providing their personal data to HNLU, students consent to the collection, storage, processing, and usage of their information for legitimate educational purposes. This may include, but is not limited to, administration, academic support, communication, research, and statistical analysis. HNLU will ensure that the data is used in compliance with applicable laws and regulations and will not disclose it to third parties without the student's consent, unless required by law.
4. **Data Security:** HNLU will take reasonable measures to protect the personal data collected from students against unauthorized access, loss, or alteration. The university will implement appropriate technical and organizational measures to ensure the security and integrity of the data. However, students should be aware that no data transmission over the internet or electronic storage method is 100% secure, and HNLU cannot guarantee absolute security.
5. **Data Retention:** HNLU will retain the personal data of students for as long as necessary to fulfil the purposes for which it was collected, unless a longer retention period is required or permitted by law. After the retention period expires, the university may securely dispose of or anonymize the data.
6. **Rights of Students:** Students have the right to access, correct, update, or request the deletion of their personal data held by HNLU, in accordance with applicable laws and regulations. Students may also have the right to withdraw their consent for the collection and processing of their data, subject to any legal obligations of the university.
7. **Third-Party Disclosure:** HNLU may engage third-party service providers or contractors to assist with the collection, processing, or storage of student data. These service providers will be bound by confidentiality agreements and will only have access to the data necessary to perform their designated tasks.
8. **Amendments to the Terms and Conditions:** HNLU reserves the right to modify or update these terms and conditions for fee collection and data gathering at any time. Students will be notified of any significant changes through appropriate channels, and their continued use of HNLU's services will be deemed as acceptance of the updated terms and conditions.

By enrolling as a student at HNLU, you acknowledge that you have read, understood, and agreed to these Terms and Conditions for Fee Collection and Data Gathering.