



Hidayatullah National Law University

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Withdrawal/Cancellation of Admission and Refund Rules, 2024

1. **General Policy:** HNLU is committed to providing a fair and transparent refund process for refund of fees following cancellation/withdrawal of admission by students. This policy outlines the procedures for refunds.
 2. **Eligibility for Refunds:** Refunds will be made to students canceling/withdrawing admission from any academic program within a time specified by the university subject to the guidelines issued by the UGC.
 3. **Refund Processing Time:** HNLU aims to process refund requests promptly. Once an application for withdrawal/cancellation of admission request is received in the prescribed format, the accounts section will initiate the refund process. However, it is to be noted 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 a refund on account of cancellation/withdrawal of admission should follow the prescribed procedure. They are required to submit a written refund request through email to the Academic Section (academic@hnlu.ac.in) with a copy marked to the Admission Committee (admission2024@hnlu.ac.in) in the prescribed format stating their Name, Student ID, Reason for the refund, and required supporting documents, if any.
 5. **Refund Calculation:** The refund amount will be calculated based on the applicable refund policy and the date of cancellation/withdrawal of admission.
 - a) The admission and other fees paid by the student will be refunded as per the prevailing Fee Refund Policy notified by the University Grants Commission/Bar Council of India.
 - b) 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.
 - c) For the utility and other services availed by the student, the 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:** Refunds 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 section at feeaccounts@hnlu.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 section directly for clarifications, if any.