

Annexure-IX

**Himachal Pradesh University,
Summer Hill, Shimla.5.**

APPLICATION FOR REFUND OF EXAMINATION FEE

Refund of fees will be remitted strictly in accordance with the rules and regulations in force

The Registrar
Himachal Pradesh University,
Summer Hill, Shimla - 5.

Sir,

Kindly refund a sum of Rs. _____ only remitted by me to your office as per particulars given below:

PARTICULARS

Name of the applicant (in block letters) _____

Father's Name: _____

Name of examination _____ year & month _____

University Roll No. _____

Registration No., if any _____

Institution from which appeared for college candidates only.

Subjects taken

1. _____ 2. _____

3. _____ 4. _____

5. _____ 6. _____

Amount paid Rs. _____

University Receipt No. _____ and date (if fee was sent) direct receipt No. _____ dated _____

Note : Application will not be entertained unless University fee receipt No. mentioned.

Reasons for claiming refund and the reference letter No. _____

Yours faithfully,

Signature of the candidate
Full Address _____

To be filled in by the University office remarks by the Examination Branch _____

Certified that:

He/se was eligible to appear in the examination Roll No. _____ was issued and as such the refund is nor genuine.

He/She was declared ineligible on account of re-evaluation of his/her script in which he/she passed therefore genuine.

He/She was declared ineligible on account of non-receipt fulfillment of eligibility condition and therefore the refund is genuine.

Letter No. _____ dated _____

University receipt No. _____ dated _____

Section Officer (Examination) Deputy Registrar (Examinations)

1. Account Section. Bill No. _____ dated _____ Compilation Section. Fee of Rs. _____ received vide University receipt No. _____ dated _____ in respect of Sh./Ms. _____ is lying unaccounted for Section officer (Compilation) Signature of the verification Clerk Cash Section. Cheque No. _____ dated _____ only prepared for Rs. _____.