

HOSTEL FEE- REFUND POLICY

Hostel Fee

A fully residential campus offering hostel facility with cuisines serving different variety of food to match the requirements of students stay across the globe. The fee structure comprises of:

1. Admission Fee (non-refundable)
2. Hostel Fee
3. Caution deposit (refundable)

Policy herein below speaks out the refund norms applicable for **the academic year 2025 – 26** as and when a student is withdrawing / vacating the hostel room allotted.

1. Admission Fee

Admission fee is collected from students who are willing to avail the hostel facility inside the campus. Admission fee is a one-time fee payable at the time of joining the hostel. Students who are willing to join hostel in subsequent academic years, can opt by participating in hostel room counselling process. These students are also liable to pay the admission fee at the prevailing rate while seeking the hostel facility.

Admission fee once paid is not refundable even if the student has not joined the hostel / not occupied the allotted room.

2. Hostel Fee

Hostel fee is collected at different rates depending upon the type of block, room allotted and type of mess selected by the student.

Hostel fee is refundable at the time of withdrawal / vacating the hostel room. Refund norms applicable to different scenario is laid down below.

i) Withdrawal by first year students

In case of first year student, withdrawal from hostel is allowed only if withdrawal is along with academic program. Withdrawal from hostel under any other reason is not entertained.

(a) Before Commencement of Program

Hostel fees paid is fully refunded if withdrawal request is before the commencement of academic program. Even in such cases, admission fee is not refundable.

(b) After Commencement of Program

To discourage withdrawals after the commencement of the academic program, 10% of the hostel fees will be deducted in such cases.

ii) *Students vacating hostel within 4 months*

Any student withdrawing /vacating within a period of 4 months from the date of commencement of academic program will be eligible for refund under this category. 10% of hostel fee will be deducted for every month and the balance hostel fee will be refunded. Under this clause part of month is calculated as month.

iii) *Students vacating hostel after 4 months*

Student is eligible to apply for refund of hostel fee after staying 4 months in hostel room allotted. Refund amount will depend on the type of mess opted by the student and the number of complete month remaining in the academic year. Refund will be done for number of complete months remaining in the academic year. Example, if a student is vacating the hostel in the month of Feb, then 2 month is considered for refund. The table below gives the eligible amount of refund calculated on per month basis:

Table A:

Sl No.	Type of Mess	Amount of refund per month
1	Veg mess	Rs. 7,500
2	Non-Veg mess	Rs. 8,400
3	Special mess	Rs. 9,600
4	NRI student	USD 150

With respect to NRI student, refund will be processed in Indian rupee to the savings bank account held by the student.

iv) *Student expelled from hostel / withdraw due to Medical reasons*

Student who is expelled from hostel due to disciplinary actions and received an order of expulsion from hostel and withdraw due to medical purpose will be eligible for refund. 10% of hostel fee will be deducted for every month of stay in hostel and the balance hostel fee will be refunded. Refund will be done in Indian rupee to the savings bank account of the student / parent maintained within India.

v) *Student suspended from hostel*

Any student who is suspended from academic studies through order issued by Registrar, refund will be processed as mentioned in para number. iii. Table A

vi) Student opting for Project / Internship

Any student who is opting for Project / Internship after payment of full year hostel fee will be eligible for refund. If the student is going out for one full semester, refund will be @ 50% of hostel fee paid. In case if the student is going out in mid of a semester, refund will be calculated @ 10% of hostel fee for every month for number of complete months remaining in the semester.

vii) Senior Student not joined the Hostel

Hostel room is allotted to senior students through hostel allotment and counselling process.

Students who took part in hostel room counselling and accepted and paid the hostel fee for the allotted room is deemed to occupy the room. Such students who apply for refund, will get the hostel fee refunded after deducting 10% of hostel fee paid. Refund will be credited to the student account as updated in VTOP within 45 days of submitting the hostel vacating form.

3. Caution Deposit

Caution deposit is a refundable deposit collected at the time of joining the hostel .Caution deposit is collected from first year students as well as from students who join hostel in subsequent academic year. Caution deposit is refundable after completion of academic program to the student in Indian rupee.

General rule

In general refunds will be processed on following lines:

1. Date of vacating the hostel is the date as certified by hostel authorities.
2. Hostel room occupied for part of month will be calculated as full month.
3. Hostel vacating form will be received by hostel office and a consolidated list will be sent to Finance Office for further processing of refund on monthly basis.
4. Refund will be processed only in INR to the Indian bank account of student / parent on receipt of list from hostel office.
5. Bank account of student / parent must be updated by the student in VTOP Portal to receive the hostel fee refunds. Refund amount will be credited to the bank account as updated and available in VTOP.