



HOSTEL REFUND POLICY

AY 2025-26

Ref: UPES/RO/Academic/2025-26/04

Under-Graduate Programs (For 1st Year only)

Withdrawal applied	Deduction Applicable
Till 21 st August 2025	Standard Deduction of Rs. 5000/-
22 nd August to 31 st August 2025	25% of total hostel fees
01 st September to 10 th September 2025	50% of total hostel fees
11 th September to 21 st September 2025	75% of total hostel fees
Post 21 st September 2025	No Refund

Post-Graduate Programs (For 1st Year only)

Withdrawal applied	Deduction Applicable
Till 20 th July 2025	Standard Deduction of Rs. 5000/-
21 st July to 31 st July 2025	25% of total hostel fees
01 st August to 10 th August 2025	50% of total hostel fees
11 th August to 21 st August 2025	75% of total hostel fees
Post 21 st August 2025	No Refund

2nd Year Onwards (Under-Graduate and Post Graduate Programs) applicable for 2026 hostel intake.

1. Hostel allotment process for 2nd year onwards will be on first cum first serve basis, information for which will be communicated through email.
2. Post 31st May 2026 there will be no refund.

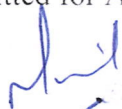
Process to Apply Withdrawal

1. Students need to submit withdrawal request through application Email at: hostel.reservations@ddn.upes.ac.in for applying withdrawal from the hostel.
2. Students must visit the warden office to receive no-dues certificate for withdrawal and vacate the hostel room after submitting room keys within 24 hours of communication.
3. Refund will be calculated from the date of submission of hostel room keys and after obtaining no dues certificate from the warden.

Disclaimer:

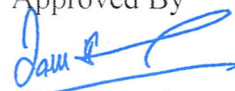
1. In case student (existing or new) is found involved in any minor or major case of indiscipline and basis same the UPES disciplinary committee after due diligence recommends that the student should be expelled from the campus hostel, in such cases no refund will be given/ adjusted in academic fees/ or any other fee component for future adjustments. The entire fees will be forfeited in all such cases.
2. This policy shall be applicable to all students who have registered themselves for UPES campus hostel irrespective of whether they have availed the hostel facility or not.
3. Students are advised to refer to the Hostel Rule Booklet for any further information.
4. UPES Management reserves all the rights and will be the final authority on any decision related matters.

Submitted for Approval



Manish Madaan
Registrar, UPES

Approved By



Dr. Ram Sharma
Vice Chancellor, UPES