



## HOSTEL REFUND POLICY

AY 2024-25

Ref: UPES/RO/Academic/2024-25/01

### **Under-Graduate Programs (For 1<sup>st</sup> Year only)**

<b>Withdrawal applied</b>	<b>Deduction Applicable</b>
Till 21 <sup>st</sup> August 2024	Standard Deduction of Rs. 5000/-
22 <sup>nd</sup> August to 31 <sup>st</sup> August 2024	25% of total hostel fees
01 <sup>st</sup> September to 10 <sup>th</sup> September 2024	50% of total hostel fees
11 <sup>th</sup> September to 21 <sup>st</sup> September 2024	75% of total hostel fees
Post 21 <sup>st</sup> September 2024	No Refund

### **Post-Graduate Programs (For 1<sup>st</sup> Year only)**

<b>Withdrawal applied</b>	<b>Deduction Applicable</b>
Till 20 <sup>th</sup> July 2024	Standard Deduction of Rs. 5000/-
21 <sup>st</sup> July to 31 <sup>st</sup> July 2024	25% of total hostel fees
01 <sup>st</sup> August to 10 <sup>th</sup> August 2024	50% of total hostel fees
11 <sup>th</sup> August to 21 <sup>st</sup> August 2024	75% of total hostel fees
Post 21 <sup>st</sup> August 2024	No Refund

**2<sup>nd</sup> Year Onwards (Under-Graduate and Post Graduate Programs) applicable for 2025 hostel intake.**

1. Hostel allotment process for 2<sup>nd</sup> year onwards will be on first cum first serve basis, information for which will be communicated through email.
2. Post 31<sup>st</sup> May 2025 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](mailto: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