

## University Policies & Resources – Sample Document

### 1. Attendance Policy

- Minimum attendance required: 75%.
- Medical leave must be submitted within 7 days.
- Parents may request attendance reports via the Student Portal.

### 2. Fee Refund Policy

- 100% refund before semester starts.
- 50% refund within first 2 weeks.
- No refund after 14 days from semester commencement.
- Refunds processed within 21 working days.

### 3. Hostel / Residence Rules

- Gate closing time: 9:00 PM.
- Visitors allowed only between 4 PM and 7 PM.
- Mandatory quiet hours: 10 PM – 6 AM.
- Students must maintain cleanliness in shared spaces.

### 4. Academic Calendar Summary

- Semester Start: 5 August 2025
- Mid-Term Exams: 1–5 October 2025
- Final Exams: 10–25 December 2025
- Winter Break: 26 December 2025 – 10 January 2026

### 5. Counseling & Student Support Services

- Academic Counseling (Room A-102)
- Psychological Counseling (Health Center Block)
- Career Guidance Center (Building C, Floor 3)

## 6. Contact Information

- Registrar Office: registrar@university.edu
- Student Affairs: studentaffairs@university.edu
- Counseling Office: counseling@university.edu