

**CIRCULAR****Sub: Hostel Booking, Upgrade, Refund and Withdrawal Policy**

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In view of the many requests for upgradation of room or mess types and refund for students leaving the campus, the following revised hostel booking, upgradation and refund policy is being circulated.

**Hostel Booking:**

1. The Hostel can only be availed by students having active academic registrations
2. Hostel booking is done based on the wish list and subsequently by the NCGPA counselling on V-Top
3. For Fresher's the hostel booking is on 'First Come First Serve' basis on Fresher's Portal
4. Students staying within 60 km radius of the campus and living with their Parent/Guardian are not permitted to avail hostel facility. However, for noncritical medical conditions or any other special circumstance, the student may be permitted hostel accommodation subject to availability and a request raised with proper proof
5. Hostel booking is generally for an Academic Year, whereas, for final year students it may vary from a semester to an Academic Year depending on their credit fulfillment and other academic/ placements requirements
6. Hostel Booking for Summer semesters will be carried out separately based on the number of days for the respective semesters
7. If a student is desirous of entering the hostel in-between a semester or an Academic Year due to transfer of parent or because of the aforementioned reasons, the hostel fee shall be calculated based on the number of months from the first day of the entry month till the end of the Academic Year. Such booking is again subject to the availability of requested room type
8. A day boarder can book hostel temporarily subject to availability and by duly following all hostel procedures such as a requisition signed by the parent and

mentor and hostel affidavit. The temporary hostel stay is possible only during Winter or Summer semesters subject to availability

9. Hostel booking for short stay to attend a conference/ project related works/ training/ examinations can be made by a request raised to the respective Chief Warden. The tariff will be calculated on pro-rata basis depending on availability

#### **Hostel and Mess Upgradation:**

1. A student can upgrade a room at any time during the Academic Year subject to availability. The upgradation fee shall be calculated from the entry month till the end of Academic Year/ semester with the difference of existing and upgraded room fee structure excluding the mess and laundry charges
2. The upgradation fee will be calculated either from the 1<sup>st</sup> or 15<sup>th</sup> day of the month depending on whether the date of entry is in the first or second half of the month
3. A general room upgradation will be carried out after FALL semester of each academic year by collecting the requests on V-Top on first come first serve basis
4. Student shall check-out from the previous room and check-in to the upgraded room using the same process as hostel reporting
5. Mess upgradation requests will be effective from the 1<sup>st</sup> day of the subsequent month of the request. An application should be made at least 10 days before for the hostel authorities to make necessary intimations and finance office to generate upgraded invoices

#### **Hostel Withdrawal and Refund:**

1. A student can withdraw from the hostel by making an application addressing to the Chief Warden duly forwarded by the mentor after email confirmation or a signed endorsement letter from parent
2. The Chief Warden will initiate the vacating formalities by checking for any dues and by issuing a vacating form
3. The student shall clear any pending dues from the finance office before proceeding to the Students Records Section along with the vacating form

4. The student shall go to Students Records Section (SRS) and surrender the hostel ID card and get a day boarder ID card. The SRS office shall issue clearance on the hostel vacating form after counter-checking any pending dues
5. The student then shall proceed to the Office of Student Welfare (SW) and fill a form containing details of their stay outside campus and address for communication. The SW office shall also sign the hostel vacating form upon receipt of the above details
6. The student shall submit the hostel vacating form duly attested by SRS and SW offices in the hostel office and proceed to collect the luggage under supervision of the hostel staff and leave the hostel premises after check-out procedures
7. Students who are leaving hostel temporarily during summer semesters shall also follow the same procedure. While returning back to the hostels in subsequent semesters through hostel counselling/ allotment they shall pay the requisite fee and proceed to the SW office with allotment letter. After Office of SW update its database of the student from day boarder to hosteller, the student shall proceed to the Office of SRS and get the hostel ID card by surrendering the day boarded ID. Keeping two ID cards is strictly prohibited and will attract serious disciplinary action
8. If a student is withdrawing from hostels within four months of the commencement of the academic year, 10% of hostel, mess and laundry fees will be deducted for every month stayed in the hostel and the balance fee shall be refunded. Even a part of the month will be treated as a complete month in this calculation
9. A student withdrawing after four months of the start of academic year will not be eligible for refund of hostel room fee. The mess and laundry fee will be calculated for the remaining complete months and will be refunded (Difference days of Hostel Vacating day and end of academic year/ 30)
10. If a student books hostel room only for a semester (either Fall or Winter) – and is vacating in the mid of the semester, 20% of hostel, mess and laundry fees will be deducted for every month stayed in the hostel and the balance fee shall be refunded. Even a part of the month will be treated as a complete month in this calculation

11. If a student does not report to the hostel without valid reason after the due reporting date they will be charged 10% of the hostel fee and the remaining amount only will be refunded after cancellation of hostel allotment
12. For a Fresher, the full hostel fee will be refunded before the start of Academic Programme. The withdrawal of hostel can be done on Fresher's portal before reporting to the campus
13. After reporting to the campus and getting the V-Top credentials, the Fresher student shall apply for withdrawal only on V-Top and follow the hostel vacating procedure as mentioned in points 1 to 6. The refund will be calculated as mentioned in points 8 and 9 above
14. Students who have been suspended from academic studies or expelled permanently from the hostel shall vacate the hostel upon receipt of the Office Order. Such students are eligible only for the refund of mess fee as stated in Point 9 above
15. There will be no refund for a room or mess downgrade
16. The Hostel Admission Fee is non-refundable
17. Hostel caution deposit will be refundable upon completion of the programme or withdrawal from the University after deducting the annual maintenance and common damage charges in INR
18. Bank account of student/ parent must be updated by the student in V-TOP portal to receive the hostel fee refunds

The revised hostel policy will be effective from AY 2025-26.

Jagadish Mudiganti  
Registrar, VIT-AP University