



**GIRLS HOSTEL FEE REFUND POLICY**

**PA CAMPUS: NEW DELHI, NOIDA, JAIPUR**

**AY 2016-17**

Category	Description	Deductions	Refund Permissible
1.	Student paid the hostel fee but informs the Management in writing about withdrawal before the notified date of reporting / joining the hostel.	<ul style="list-style-type: none"> <li>Hostel Accommodation charges / Rent @ 50%</li> </ul>	<ul style="list-style-type: none"> <li>Hostel Accommodation charges / Rent @ 50%</li> <li>Services charges @ 100%</li> <li>Security Deposit</li> </ul>
2.	Student admitted and joined Hostel or Students paid the Hostel fees whether or not joined the hostel as per notified date of reporting / joining, and informs the Management in writing about withdrawal <b>within 30 calendar days</b> of the notified date.	<ul style="list-style-type: none"> <li>Hostel Accommodation charges / Rent @ 100%</li> <li>Services charges @ 50%</li> </ul>	<ul style="list-style-type: none"> <li>Services charges @ 50%</li> <li>Security Deposit</li> </ul>
3.	Student admitted and joined Hostel or Students paid the Hostel fees whether or not joined the hostel as per notified date of reporting / joining, and informs the Management in writing about withdrawal <b>after 30 calendar days</b> of the notified date.	<ul style="list-style-type: none"> <li>Hostel Accommodation charges / Rent @ 100%</li> <li>Services charges @ 100%</li> </ul>	<ul style="list-style-type: none"> <li>Security Deposit</li> </ul>

- The refund rules will be strictly complied with and no representations from students will be entertained.
- Applicable Service tax (taxes) will be deducted on the refund amount / deductions.
- Students vacating the hostel must submit the Application for Vacating Hostel (Annexure-VIII) to the Hostel Warden duly signed by the parent / guardian and approved by the Registrar / Centre Director.
- Refund of hostel fee will be considered only after deductions / adjustments / payment of damages / dues etc. as applicable (if any).
- The processing of Refund requests and cheque preparation shall take 3-4 weeks.
- The decision of the Hostel Committee / Management shall be final and binding on all residents.

**I / We have read and understood and accepts the terms and conditions of the Hostel Fee Refund policy as mentioned above.**

Students Name : \_\_\_\_\_ Students Sign : \_\_\_\_\_

Father's / Mother's Name : \_\_\_\_\_ Father's / Mother's Sign : \_\_\_\_\_