



HOSTEL PAYMENT AND REFUND POLICY

Scope

This policy governs the terms of hostel fee payments, payment schedules, accepted payment channels, and consequences of default for all resident students.

Binding Agreement

All students allotted hostel accommodation must adhere strictly to the payment schedules published by the College/Hostel Administration at the beginning of each academic year.

Non-Transferable

Hostel admission is granted only for a single academic year. Stays in the hostel in past years or the receipt of a hostel renewal form does not guarantee future admission. It is strictly contingent upon a student's past adherence to hostel policies and a formal assessment by the appellate authorities. Hostel admission and associated fee structures are non-transferable to any other student.

Fee Structure Components

Hostel Fee generally consists of Admission Fee (A one-time non-refundable administrative fee collected during hostel registration), Caution Deposit / Security Deposit (A one-time refundable deposit paid at the time of initial hostel admission), Hostel Rent (covering room rent and maintenance, establishment fee, employees welfare fund, electricity and water charges etc., which must be paid annually), Mess / Food Charges (Charges covering daily meals).

Payment Mode

Hostel fees must be remitted along with the college tuition fee through “**Linways**”, the student portal of the college. Students must preserve digital receipts/acknowledgments generated upon successful completion of transactions for verification. Since the entire fee system is fully automated, any pending fee will prevent the student from registering for the semester and examinations. Any delay in remitting fee may attract a fine.



To ensure smooth semester/ exam registration, remitting the annual hostel fee as a **one-time payment at the beginning of the academic year** is strongly recommended. If a one-time hostel payment is not feasible along with the college tuition fee payment, the hostel fee may be paid in two installments as indicated on the student portal, i.e., the first installment-along with the college tuition fee at the time of odd semester registration, and the second installment- before the end-semester examination registration of the same odd semester.

If you plan to pay the hostel fee in two installments, the hostel warden must be notified immediately after making the first payment and submitting a copy of the payment receipt.

Academic Year & Fee Calculation

An academic year is defined as the period from the first day of the odd semester to the last day of the even semester in the same academic year, including end-semester examinations. While the academic year normally spans 11 months or more, the hostel fee is calculated and collected for now only for 10 months, covering food and accommodation, and this may vary depending on the situation.

Stay Beyond Academic Year

If a student wishes to stay in the hostel beyond the academic year for college-related purposes only — such as supplementary exams, internships, or placement training — an additional charge of ₹250 per day will be applicable for food and lodging, and the amount may vary depending on the situation. Prior written approval from the Hostel Wardens is mandatory for such stay. Relevant supporting documents stating the reason for the extended stay must be submitted to the hostel office.

Hostel Fee Cancellation & Refund

Cancellation of hostel admission and refund of hostel fee is not permitted after the commencement of the academic year. If a student vacates or is evicted or suspended from the hostel after the academic year has begun, the hostel rent will not be refunded under any circumstances. The mess fee, however, will be charged only for the number of months the student has stayed in the hostel.

Refunds will be processed within 10-15 working days, respective payment gateway will send back to the issuing bank for processing, which approximately may take 8-15 working days, depending on issuing banks' policies.

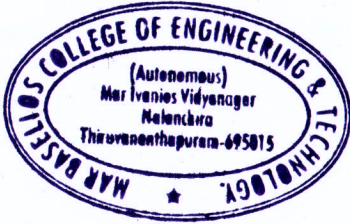


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