



HOSTEL REFUND POLICY

AY 2023-24

Ref: UPES/RO/Academic/2023-24/01

Under-Graduate Programs (For 1st Year only)

Withdrawal applied	Deduction Applicable
Till 21 st August 2023	Standard Deduction of Rs. 5000/-
22 nd August to 31 st August 2023	25% of total hostel fees
01 st September to 10 th September 2023	50% of total hostel fees
11 th September to 21 st September 2023	75% of total hostel fees
Post 21 st September 2023	No Refund

Post-Graduate Programs (For 1st Year only)

Withdrawal applied	Deduction Applicable
Till 20 th July 2023	Standard Deduction of Rs. 5000/-
21 st July to 31 st July 2023	25% of total hostel fees
01 st August to 10 th August 2023	50% of total hostel fees
11 th August to 21 st August 2023	75% of total hostel fees
Post 21 st August 2023	No Refund

2nd Year Onwards (Under-Graduate and Post Graduate Programs) applicable for 2024 hostel intake.

1. Hostel allotment process for 2nd year onwards will be on first cum first serve basis, information for which will be communicated through email.
2. Post **31st May 2024** 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 for applying withdrawal from the hostel.
2. Email/Application date will be considered as the final date of withdrawal.
3. Students need to vacate the hostel room within 24 hours after communication.

Disclaimer:

1. 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.
2. UPES Management reserves all the rights and will be the final authority on any decision related matters.
3. Students are advised to refer to the Hostel Rule Booklet for any further information.

Submitted for Approval

Manish Madaan

Registrar



Approved by

Dr. Ram Sharma

Vice Chancellor