

**Policy: Refund of Hostel / Transportation Charges**

**General**

1. There are occasions when a student applies for leaving the hostel or college bus during the currency of an academic session. This may be due to a variety of personal reasons like transfer of parents or LG to Lucknow, health grounds or food preferences etc. This opting out is invariably associated with a request for refund of an amount in proportion to the left off period of the academic year. As complete planning and mobilization of resources for these services by all concerned are based on initial strength, of students, someone opting out halfway does not alter the resources in place and hence the refund becomes an issue with various service providers. There is a need therefore to lay down a policy on the subject to ensure smooth and speedy disposal of such cases.

**Refund of Hostel Fee**

2. Hostel fee comprises of three components – (a) caution money (b) room rent, and (c) food charges. The refund shall therefore be made, on approval, as under-

(a) Caution Money. Will be refunded, as due, irrespective of timing of surrender of hostel accommodation.

(b) Room Rent & Messing Charges. Refunds will be admissible as under –

(i) If room allotted but not occupied even for one day – Full refund of rent and messing charges less processing charges of Rs. 1000/-.

(ii) If vacated after occupation for 15 days or less – Lodging and messing charges for one month will be payable. Rest will be refunded.

(iii) If vacated after 15 days of occupation –

(aa) Messing charges for the current month will be chargeable in full. For remaining months (out of ten months), messing refund shall be considered on monthly pro-rata basis.

(ab) Lodging charges for full semester (half of yearly charges) will be payable.

**Refund of Bus Charges**

3. Refund of bus charges will follow the pattern of hostel charges as mentioned above i.e. –

(a) If opted for bus but did not travel even for a day – Full refund of bus charges less processing charges of Rs. 200/-.

(b) If opted out within first 15 days of use (w.e.f. the first day of attending the classes) - One month's charges will be payable.

(c) If opted out any time after 15 days of use (w.e.f. the first day of attending the classes) – bus charges for the complete semester (i.e. 60% of yearly charges) will be payable. If a student has availed bus facility even for one day during the month, bus charges for the whole month will be payable.

### Methodology

4. Following methodology will be followed –


#### Hostel Charges

- (a) Application for leaving the hostel and refund of hostel charges will be submitted by the student to Chief Warden along with supporting papers like 'No Dues Form' and hostel Pass etc.
- (b) Chief Warden, will forward the papers to AD (A) with suitable recommendations.
- (c) AD (A) will process the papers for approval of competent authority.
- (d) On approval, Accounts Section will make the refund in the student's account.

#### Transport Charges

- (e) Application for opting out of Bus facility will be given by the student to AD (A) along with surrendered Bus Pass. This will be processed through proper channel for approval of competent authority.
- (f) On approval, Accounts Section will make the refund in the student's account.
- (g) A student, who has opted out from the bus facility, may continue to use the bus service till the last working day of the month. However he forfeits the right to use the bus from the first of next month irrespective of receipt or non-receipt of refund. Violation of this clause will be viewed as cheating/ fraud and will be dealt with accordingly.

5. This policy will come into force w.e.f. academic session 2019-20.

  
(Dr. R K Jaiswal)  
DG

Distribution:  
AD (A), Chief Wardens, Finance Section