



**POLICY**  
**on**  
**REFUND OF HOSTEL / TRANSPORTATION CHARGES**  
**(Revised)**

No.: SRMCEM/Policy/2021-22/02

09, June 2022

**Refund of Hostel Fee**

1. Hostel fee comprises of three components – (a) caution money (b) maintenance charges, and (c) messing charges. In case a student, who has made full or partial payment of hostel fee, want to withdraw or has been expelled on disciplinary ground from hostel, the refund of hostel shall therefore be made, on approval, as under –

- (a) Caution Money. Will be refunded, after completion of session, irrespective of timing of surrender of hostel accommodation.
- (b) Maintenance & Messing Charges. Refunds will be admissible as under –

S. N.	Duration	Fee to be submitted in case of Hostel Cancellation	
		Maintenance Charges	Mess Charges
1	0 – 7 days	10% of the total Hostel Fee	
2	More than 7 days	100% Maintenance Charges	Mess Charges as per calculation on monthly basis.

**Note –**

- (i) *After 7 days, Maintenance Charges are non-refundable.*
- (ii) *In case of mess charges, part month shall be considered as full month i.e. full fee shall be charged for the current month irrespective of number of days for which mess facility has been availed.*

**Refund of Bus Charges**

2. The refund of bus fee shall be processed as under –

- (a) The bus facility once taken cannot be withdrawn till the end of semester unless the student cancels his/her admission itself.
- (b) The bus withdrawal will be permitted at the end of semester only if there are enough users of the bus on that route and valid reasons have been provided by the student concerned.
- (c) Since the bus charges are collected on annual basis, 50% bus charges will be refunded in case the withdrawal of the student from the bus has been applied between 15 November – 30 November.
- (d) In case, any student joins the bus after the commencement of the even semester, in that case also 50% bus charges will be paid by him/her.
- (e) If the College Bus Services are not available for a duration due to restrictions/requirement of Government/District Administration like Elections, or any; No refund for the duration of non-availability of College Bus Services.

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Unauthorized Use of Bus Services and related punishment –

3. Following disciplinary action will be taken against students using buses without paying requisite bus fee-
- (a) If a student found guilty of unauthorized use of bus services - *first time*, defaulting student would be charged one month bus fee. Apart from this, he/she has to produce an undertaking on the prescribed format available with Administrative Officer signed by both student and parent regarding not to repeat this act again. Till then defaulting student will not be allowed to attend classes/tutorial /quizzes or any other internal assessment.
  - (b) If a student found guilty of using bus services without paying bus charges - *second time*, have to pay Bus Charges for the complete semester.

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. – within 03 days
- (b) Chief Warden, will forward the papers to Registrar with suitable recommendations. – within 02 days
- (c) Registrar will process the papers for approval of competent authority. – within 02 days
- (d) On approval, Accounts Section will make the refund in the student's account. – within 90 days

Transport Charges

- (e) Application for opting out of Bus facility will be given by the student to Administrative Officer 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.

  
Prof. (Dr.) Bhavesh Kumar Chauhan  
Director

