

Hostel and Messing Fee Refund Policy*

(Once fees have been paid, not returnable, Non-refundable & Non-transferable to others)

S' Residences & S' Square Mess & Dayananda Sagar University

Applicability and Enforcement:

- 1.1. This policy applies to students enrolled in undergraduate and graduate programs offered by Dayananda Sagar University (DSU).
- 1.2. This policy is effective for the academic year 2025-26.
- 1.3. Fees for the academic year 2025-26 are payable in full at the commencement of the academic year.
- 1.4. S' Residences will communicate admission cut-off dates for the hostel and messing separately, based on the academic calendar provided by the university.

Procedure for Cancellation/Withdrawal of Admission:

- 2.1. Students must submit a cancellation/withdrawal application in the prescribed format (annexure form 1) within the stipulated timeframe.
- 2.2. The Hostel Management will review refund applications within 30 calendar days and communicate its decision within the specified timeline. Refund requests will be considered only in cases of genuine and unavoidable circumstances, supported by valid evidence, and will be accepted solely at the discretion of the management. If approved, the refund will be processed within 60-90 calendar days from the date of approval. (Ex. Due to medical emergencies)
- 2.3. Alongside the refund application, students must provide a copy of the original fee receipt, NOC, cancelled cheque with bank details, from which the fees were deposited, for refund processing. Refunds will be done in the form of RTGS/NEFT only.
- 2.4. Refunds are subject to compliance with the stipulated procedure.

Rules of Refund of Hostel and Mess Fees:

- 3.1. Refund amounts are as follows:
 - 3.1.1. Up to 7 days after commencement: ₹12,000 will be deducted (including hostel, messing, and administrative charges). The balance amount, after deduction, will be refunded.
 - 3.1.2. Up to 15 days after commencement: ₹25,000 will be deducted (including hostel, messing, and administrative charges). The balance amount, after deduction, will be refunded.
 - 3.1.3. Up to 30 days after commencement: ₹35,000 will be deducted (including hostel, messing, and administrative charges). The balance amount, after deduction, will be refunded.
 - 3.1.4. No refund will be applicable after 30 days from the date of commencement.

Special Notes:

- 4.1. Cancellation/withdrawal applications for hostel and mess fees must be submitted separately.
- 4.2. Deductions for boarding, messing, and administrative charges will be itemised by the accounts department at the time of application.
- 4.3. Admission after the cut-off date is considered late admission and is not eligible for a refund.
- 4.4. The last date of admission will be announced/extended at the management's discretion.
- 4.5. Caution deposit is not considered for refund calculation.
- 4.6. All calendar days are considered in refund calculations.

I hereby acknowledge that I have received, read, and fully understand the terms and conditions outlined in the Students Housing Policy by DSU. I agree to adhere to all rules, regulations, and policies set forth in this policy. By signing this document, I confirm my commitment to abide by these terms throughout the duration of my accommodation.

Student's Signature Here

Place : Harohalli

Date :

Refund of Caution Money:

5.1. Refund of caution deposit is subject to deductions for damages to hostel property/assets, including rooms, recreational areas, and mess halls.

Refund in Other Cases:

- 6.1. No fee refund in cases of disciplinary action, violation of anti-ragging rules, substance abuse, breach of code of conduct, or other university/hostel management rules, except for caution deposit under extreme circumstances post review.
- 6.2. No refund in cases of non-eligibility, except for the caution deposit.
- 6.3. In cases not covered herein, the Chief Executive Officer of S' Residences and SSquare Mess Halls will make final decisions, which shall be binding.

Dispute Resolution:

- 7.1. In case of any disputes regarding refund eligibility or amount, the decision of the management will be final and binding.
- 7.2. Students may appeal the decision in writing to the designated authority within a specified timeframe.

Contact Information:

- 8.1. For any inquiries or assistance regarding the refund policy, students can contact the hostel accounts office during business hours. Note: This refund policy is subject to the terms and conditions outlined herein and is applicable to all hostel students of S' Residences. By availing the hostel accommodation and messing, students agree to adhere to the policies and procedures set forth by the management.

I hereby acknowledge that I have received, read, and fully understand the terms and conditions outlined in the Students Housing Policy by DSU. I agree to adhere to all rules, regulations, and policies set forth in this policy. By signing this document, I confirm my commitment to abide by these terms throughout the duration of my accommodation.

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