



Ref: MAHE/REG/LTRS

Date: July 27, 2024

To:

- ❖ The Chief Student Officer, MAHE, Bengaluru campus

**Sub: Revised guidelines on hostel allotment and refund of hostel facility fee and other allied charges from the academic year 2024-25 – applicable to Bengaluru campus – Reg.**

Madam,

We would like to bring to your kind notice about the revised guidelines on hostel allotment and refund of hostel facility fee and other allied charges from the academic year 2024-25 (**Refer Annexure 1**).

These revised guidelines are effective from **July 01, 2024**. We request you to circulate this information among all students of MAHE. This is applicable to Bengaluru campus only.

Yours faithfully,

**Dr. P. Giridhar Kini**  
Registrar

Encl: As above

Copy to:

- The Chief Operating Officer, MAHE, Manipal – *for information*
- The Heads of constituent Units | MAHE Teaching Departments, MAHE, Bengaluru campus – *for information*
- The Director(s) – Finance | Admissions, MAHE, Manipal
- The Deputy Registrar, MAHE, Bengaluru
- The Deputy Director – Admissions, MAHE, Bengaluru
- The Head – Finance, MAHE, Bengaluru
- The In-charge, Student Finance, MAHE, Manipal
- EC file

### Annexure 1

(to be read with the letter No. MAHE/REG/LTRS dated July 27, 2024 of the Registrar, MAHE)

## REVISED GUIDELINES ON HOSTEL ALLOTMENT AND REFUND OF HOSTEL FACILITY FEE AND OTHER ALLIED CHARGES FROM THE ACADEMIC YEAR 2024-25

(Applicable to Bengaluru campus effective from July 1, 2024)

### Hostel Allotment

- Hostel accommodation is allotted for a full academic year.
- Hostel fees (including other allied charges) **MUST** be paid at the beginning of every academic year upon allotment.
  - Hostel occupancy will be permitted, only on completion of fee payment
  - Hostel fees paid is applicable for the entire academic year

### 1. Refund of Hostel Fee

Category	Type	Refund of Hostel Fee
Newly admitted first year students	Withdrawal from course <b>Before</b> occupying the hostel	<ul style="list-style-type: none"><li>• Annual Hostel Facilities Fees: Full refund</li><li>• Hostel Deposit: Full refund</li><li>• Laundry Charges: Full refund</li><li>• Mess Advance: Full refund</li></ul>
	Withdrawal from course <b>After</b> occupying the hostel	<ul style="list-style-type: none"><li>• Annual Hostel Facilities Fees: Deduction on monthly basis</li><li>• Hostel Deposit: Full refund</li><li>• Laundry Charges: No refund</li><li>• Mess Advance: Deduction on monthly basis</li></ul>
	Continuing as student but withdrawal from hostel <b>Before</b> occupying the hostel	<ul style="list-style-type: none"><li>• Annual Hostel Facilities Fees: Full refund</li><li>• Hostel Deposit: Full refund</li><li>• Laundry Charges: Full refund</li><li>• Mess Advance: Full refund</li></ul>
	Continuing as student but withdrawal from hostel <b>After</b> occupying the hostel	<ul style="list-style-type: none"><li>• Annual Hostel Facilities Fees: No refund</li><li>• Hostel Deposit: Full refund</li><li>• Laundry Charges: No refund</li><li>• Mess Advance: Deduction on monthly basis</li></ul>
Second year and higher year students	Withdrawal from course <b>Before</b> occupying the hostel	<ul style="list-style-type: none"><li>• Annual Hostel Facilities Fees: No refund</li><li>• Hostel Deposit: Full refund</li><li>• Laundry Charges: Full refund</li><li>• Mess Advance: Full refund</li></ul>
	Withdrawal from course <b>After</b> occupying the hostel	<ul style="list-style-type: none"><li>• Annual Hostel Facilities Fees: No refund</li><li>• Hostel Deposit: Full refund</li><li>• Laundry Charges: No refund</li><li>• Mess Advance: Deduction on monthly basis</li></ul>
	Continuing as student but withdrawal from hostel <b>Before</b> occupying the hostel	<ul style="list-style-type: none"><li>• Annual Hostel Facilities Fees: No refund</li><li>• Hostel Deposit: Full refund</li><li>• Laundry Charges: Full refund</li><li>• Mess Advance: Full refund</li></ul>
	Continuing as student but withdrawal from hostel <b>After</b> occupying the hostel	<ul style="list-style-type: none"><li>• Annual Hostel Facilities Fees: No refund</li><li>• Hostel Deposit: Full refund</li><li>• Laundry Charges: No refund</li><li>• Mess Advance: Deduction on monthly basis</li></ul>



## 2. Vacating Hostel

Category	Particulars
Mid-Academic Year	<ul style="list-style-type: none"> <li>Students leaving the hostel for internship during Jan – May / Jun, should submit the Internship offer letter along with an application, duly endorsed by HOD and / or HOI to the Chief Student Officer for vacating the hostel Balance amount (if any) will be refunded on a pro-rata basis (except laundry charges).</li> </ul>
Academic Year End	<ul style="list-style-type: none"> <li>Students should vacate the hostel within 3 to 5 days of last end-semester examination / presentation (<i>as applicable</i>). <ul style="list-style-type: none"> <li>Students will <b>NOT</b> be charged for this duration</li> </ul> </li> </ul>

## 3. Extended Stay

Category	Particulars
Extended stay during Vacation	<ul style="list-style-type: none"> <li>Students extending their stay in hostel after last end-semester examination, for academic purposes such as supplementary / makeup exam or project work / internship during vacation, will be permitted to stay in designated AC / Non-AC Hostels at Rs. <b>300 / 200</b> per day for a period up to 15 days. <ul style="list-style-type: none"> <li>Any overstay beyond 15 days will be charged based on monthly Hostel Facilities Fee (other allied charges on actual).</li> </ul> </li> </ul>

## 4. Rejoining Hostel

Category	Particulars
During Odd Sem	<ul style="list-style-type: none"> <li>If the students rejoin the hostel (based on availability) for project work / internship at campus, they <b>MUST</b> pay Hostel Facility Fees, Deposit and other Allied charges for the entire academic year</li> </ul>
During Even Sem	<ul style="list-style-type: none"> <li>If students rejoin the hostel (based on availability) for project work / internship at the campus, they <b>MUST</b> pay 50% of Annual hostel fee (Facility fee, Laundry charges and Mess advance) and 100% of Hostel deposit.</li> </ul>

## 5. Short Term Hostel Requirement

For short time hostel requirement for **external students** coming for internship or short-term course and students coming for examination / project / viva etc, accommodation requests should be duly endorsed by the respective college / institution Head, mentioning the purpose and the duration of stay in the hostel.

- Fee for the entire duration of stay should be paid in advance, as in Table 1

**Table 1.** Details of hostel fee applicable based on the duration of stay

Duration of stay	Particulars
Less than or equal to 60 days	Daily Guest charges pertaining to the type of hostel / category of room (excluding mess and laundry charges)
More than 60 days	Full academic year Hostel Facility Fees, deposit and other allied charges

### Note

All students are expected to follow Hostel Discipline and Rules & Regulations at all time  
In case of any grievance, University decision will be final and binding on all students

