

Ref: MAHE/REG/LTRS-(T)

Date: May 29, 2025

To:

❖ The Chief Warden and Student Officer, MAHE Bengaluru

Sub: Revised Guidelines for Hostel Allotment and Refund of Hostel Facility Fee and Allied Charges – Effective from Academic Year 2025–26

Madam,

This is to inform you of the revised guidelines pertaining to hostel allotment, refund of hostel facility fees, and other related charges applicable from the Academic Year 2025–26 (please refer to Annexure 1).

These updated guidelines will be effective from **July 1, 2025**. We request you to disseminate this information to all students of the MAHE Bengaluru campus.

Yours faithfully,



Dr. P. Giridhar Kini
Registrar

Copy to:

- The Chief Operating Officer – Operations, MAHE, Manipal – *for information*
- The Additional Registrar and Director – Administration, MAHE Bengaluru campus
- The Heads of constituent Units | MAHE Teaching Departments, Bengaluru campuses – *for information*
- The Director(s) – Finance | Admissions, MAHE, Manipal
- The Head – Finance | Asst. Dir. – Admissions, MAHE, Bengaluru campus
- The In-charge, Student Finance, MAHE, Manipal
- EC file

Encl: As above

Annexure 1

(to be read with the letter No. MAHE/REG/LTRS-(T) dated May 29, 2025 of the Registrar, MAHE)

REVISED GUIDELINES ON HOSTEL ALLOTMENT AND REFUND OF HOSTEL FACILITY FEE AND OTHER ALLIED CHARGES FROM THE ACADEMIC YEAR 2025 - 26

(Applicable to Bengaluru Campus effective from July 1, 2025)

Hostel Allotment

- Hostel accommodation is allotted for a full academic year, as per the academic calendar of respective institute / department.
- Hostel fees (including other allied charges) **MUST** be paid at the beginning of every academic year upon allotment.
 - Hostel fee paid is applicable for the entire academic year
 - Hostel occupancy will be permitted, only on completion of full fee payment.
 - Allotted Students are expected to occupy the hostels on the day of Orientation Program / Class Commencement whichever is earlier, failing which the allotment will be cancelled.
 - The allotted students may also report to the campus, one (01) or two (02) days prior to the day of orientation program / class commencement (whichever is earlier), and occupy the hostels. This will help to acclimatize better.

1. Refund of Hostel Fee

Table 1A: Refund Rules for Newly Admitted Students

Type	Refund of Hostel Fee
Withdrawal from course Before occupying the hostel (Before Class Commencement)	• Annual Hostel Facilities Fees: Full Refund • Hostel Deposit: Full Refund • Laundry Charges: Full Refund • Mess Advance: Full Refund
Withdrawal from course Before occupying the hostel (After Class Commencement)	• Annual Hostel Facilities Fees: INR 15,000 will be deducted, Rest Refunded • Hostel Deposit: Full Refund • Laundry Charges: Full Refund • Mess Advance: Full Refund
Withdrawal from course After occupying the hostel (After Class Commencement)	• Annual Hostel Facilities Fees: INR 15,000 OR Monthly deduction, whichever is more • Hostel Deposit: Full refund • Laundry Charges: Based on utilization • Mess Advance: Balance Refund, after deducting monthly Mess charges
Continuing as student but withdrawal from hostel Before occupying the hostel (After Class Commencement)	• Annual Hostel Facilities Fees: INR 15,000 will be deducted, Rest Refunded • Hostel Deposit: Full Refund • Laundry Charges: Full Refund • Mess Advance: Full Refund
Continuing as a student but withdrawal from hostel After occupying the hostel (After Class Commencement)	• Annual Hostel Facilities Fees: No refund • Hostel Deposit: Full Refund • Laundry Charges: Based on utilization • Mess Advance: Balance Refund after deducting monthly Mess charges



Table 1B: Refund Rules for Second year & Higher year Students

Type	Refund of Hostel Fee
Withdrawal from course Before occupying the hostel	• Annual Hostel Facilities Fees: No Refund • Hostel Deposit: Full Refund • Laundry Charges: Full Refund • Mess Advance: Full Refund
Withdrawal from course After occupying the hostel	• Annual Hostel Facilities Fees: No refund • Hostel Deposit: Full Refund • Laundry Charges: Based on utilization • Mess Advance: Balance Refund after deducting monthly Mess charges
Continuing as student but withdrawal from hostel After the payment of hostel fee before occupying the hostel	• Annual Hostel Facilities Fees: No Refund • Hostel Deposit: Full Refund • Laundry Charges: Full Refund • Mess Advance: Full Refund
Continuing as student but withdrawal from hostel After occupying the hostel	• Annual Hostel Facilities Fees: No refund • Hostel Deposit: Full Refund • Laundry Charges: Based on utilization • Mess Advance: Balance Refund after deducting monthly Mess charges



2. Vacating Hostel

Particulars
Mid-Academic Year • 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 Office of Chief Warden and Student Officer for vacating the hostel. ○ Balance amount (if any) will be refunded based on utilization. Academic Year End • Students should vacate the hostel within 5 days of the last end-semester examination of even semester / presentation (<i>as applicable</i>). ○ Students will NOT be charged for this duration

3. Extended Stay

- Students extending their stay in hostel after last end-semester examination of even semester, 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. 550 / 350 per day, for a period up to 15 days basis verification and recommendation from the respective HOI/HOD.

4. Rejoining Hostel

- **During Odd Sem**
 - If the students are allotted the hostel (based on availability) for academics / project work / internship at campus, they **MUST** pay Hostel Facility Fees, Deposit & other Allied charges for the entire academic year.

- **During Even Sem**

- If students rejoin the hostel (based on availability) for academics / project work / internship at the campus, they **MUST** pay 50 % of Annual hostel fee (Facility fee, and Mess advance) & 100 % of Hostel deposit and Laundry Charges.

5. Short Term Hostel Requirement

For short-term 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 below
- **Less than or equal to 60 days**
 - Daily Guest charges pertain to the type of hostel / category of room.
 - Mess & Laundry Charges at actuals.
- **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, the University decision will be final and binding on all students
