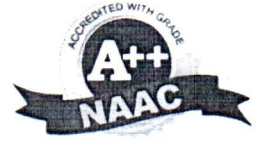




# राजस्थान केन्द्रीय विश्वविद्यालय Central University of Rajasthan

Category-I University Status by UGC, New Delhi



No. : CURAJ/R(CWO)/F.163/2024/ 3100

Date: 30.12.2024

## NOTIFICATION

**Subject: Policy guidelines for refund of hostel fees and mess amount on cancellation/ withdrawal of admissions (AY 2024-25) – reg.**

It is hereby notified for information of all concerned that on cancellation/withdrawal of admission (AY 2024-25) by student(s) from any academic programme of study at Central University of Rajasthan, who have applied/admitted to the hostel/mess facility and paid the prescribed hostel fee and mess advance deposit, the following policy guidelines (based on UGC Fees Refund Policy 2024-25 issued vide Letter D.O.No. F.2-71/2022 (CPP-II)(C-114546) dt. 12.06.2024) to process the refund of balance hostel fees and mess advance amount, shall apply:-

### 1. Refund after deducting hostel fee (including Electricity and Water charges) and mess advance amount:

For any admission scheduled in AY 2024-25, to process the refund of hostel/mess amount (category-wise) deposited by a student as below and for non-retention of original certificate, the following shall apply :-

Category	Point of time when Notice of withdrawal of admission received to the hostel office	Amount of refund after deducting the hostel fee & mess usage charges :- [hostel fee, presently @Rs. 100/- per day (including Electricity & Water charges) for the hostel stay period (in days, including the day of hostel cancellation) & Mess usage charges (presently @Rs. 101/- per day) as applicable from time to time, for the period from date of subscription to exit from hostel/mess facility]
(1)	15 days or more before the formally notified last date of admission	[Hostel fee plus Mess Advance deposited] minus amount [@Rs. (100+101=)201/- per day]
(2)	Less than 15 days or more before the formally notified last date of admission	[Hostel fee plus Mess Advance deposited] minus amount [@Rs. (100+101=)201/- per day OR 10% of the hostel fee, whichever is maximum].
(3)	15 days or less after the formally notified last date of admission	[Hostel fee plus Mess Advance deposited] minus amount [@Rs. (100+101=)201/- per day OR 20% of the hostel fee, whichever is maximum].
(4)	30 days or less but more than 15 days after formally notified last date of admission	[Hostel fee plus Mess Advance deposited] minus amount [@Rs. (100+101=)201/- per day OR 50% of the hostel fee, whichever is maximum].
(5)	More than 30 days after formally notified last date of admission	[Hostel fee plus Mess Advance deposited] minus amount [@Rs. (100+101=)201/- per day]

- (i) Notwithstanding anything contained in any guidelines/ prospectus/ notification/ schedule, a full refund of fees (after applicable deduction for hostel and mess usage charges) shall be made by the University on account of all cancellations of admissions/migrations of students up to 30.09.2024 and with a deduction of not more than Rs. 1,000/- (including academics and hostels) as a processing fee, upto 31.10.2024, shall be deemed to be deducted at the office of Finance Officer / Finance & Account Section.
- (ii) If the amount of Hostel fee and Mess charges to be deducted by the hostel office, is more than the amount of hostel fee plus mess advance deposited by the student, the remaining amount shall be deposited by the student (or to be recovered as deems appropriate) before 'No Dues' certification formalities.

*contd...*

2. A student who applied/admitted to the hostel accommodation/mess facility, s/he shall be required to obtain necessary 'No Dues' certified from hostel warden office before processing of refund hostel/mess amount, failing which, the due amount may be recovered from the Advance Security/Caution Money deposit, as the case may be.
3. It is further directed that henceforth, all the refund of hostel and mess amount will be transferred to the bank account of respective student through online Samarth portal only.

This is issued with the approval of the Competent Authority.



Registrar

कुलसचिव / Registrar

राजस्थान केंद्रीय विश्वविद्यालय  
Central University of Rajasthan

**Copy to (for information / necessary action) :-**

1. Office of Hon'ble Vice Chancellor – for information pl.
2. Office of the Registrar / Finance Officer / Controller of Examinations / Librarian
3. Office of the Dean – Academics / Research) / Students' Welfare / ARCI
4. All Deans of Schools of Studies / All Head/Coordinators of Academic Departments
5. All Officers / Section Incharge
6. Web Administrator – with a request to upload this circular on University website
7. Office of the Proctor/Chairman, Central Committee on Residence & Discipline Committee
8. Convenor, Central Admission Committee (AY 2024-25)
9. Public Information Officer - for information to students
10. Chief Wardens / Asstt. Chief Wardens / Hostel Wardens (All Girls & Boys Hostels)
11. All Notice Boards – Girls & Boys Hostels – for general information of hostellers
12. Office Copy / Circular Guard File