

Hostel Fee Refund Policy for the Academic Year 2026-27

UPES/RO/Academic/2026-27/03

Date: 20.02.2026

A. Hostel Refund Policy for New Enrollments (Under-Graduate and Post Graduate Programs)

1. Hostel Booked Before or on the induction start date of the admitted program

Withdrawal Timeline	Refund Eligibility
Before the induction start date of the admitted program	100% refund
Within 7 days from the induction start date of the admitted program (irrespective of hostel checked-in or, not)	Standard deduction of ₹10,000
From 8th day to 14th day from the induction start date of the admitted program (irrespective of hostel checked-in or, not)	50% of total hostel fees refundable
From 15th day to 21st day from the induction start date of the admitted program (irrespective of hostel checked-in or, not)	25% of total hostel fees refundable
After 21 days, from the induction start date of the admitted program	No refund

2. Hostel Booked on Day After the induction start date of the admitted program

Withdrawal Timeline	Refund Eligibility
On the same day as the hostel booking date	100% refund
Within 3 days from the hostel booking date (irrespective of hostel checked-in or not)	Standard deduction of ₹10,000
From 4th day to 7th day from the hostel booking date (irrespective of hostel checked-in or not)	50% of total hostel fees refundable
From 8th day to 10th day from the hostel booking date (irrespective of hostel checked-in or not)	25% of total hostel fees refundable
After 10 days, from the hostel booking date	No refund

B. Hostel Refund Policy for 2nd Year Onwards (Under-Graduate and Post Graduate Programs) applicable for AY 2026-27 hostel allotment.

1. Hostel allotment process for 2nd year onwards will be on first cum first serve basis, information for which will be communicated through email.
2. Post 31st May 2026 there will be no refund.

Process to Apply for Hostel Withdrawal:

3. Students applying for hostel withdrawal, including those currently residing in the hostel, must submit a formal withdrawal request via email only to **hostel.reservations@ddn.upes.ac.in**.
4. The email must include the hostel booking payment receipt as an attachment and clearly mention the following details in the body of the email:
 - a) Student Name
 - b) Application Number
 - c) Student Global ID
 - d) Date of Hostel Booking
 - e) Date of Hostel Withdrawal
5. Students residing in the hostel must report to the Warden's Office on the date of withdrawal to submit their room keys, obtain the No-Dues Certificate, and vacate the hostel room on the same day.
6. The date of official communication of withdrawal shall be treated as the hostel withdrawal date.
7. This policy shall be applicable to all students registered for the UPES campus hostel, irrespective of whether they have availed the hostel facility or not.

Disclaimer:

Authority of UPES Management

UPES Management reserves the right to take decisions on all related matters, and its decision shall be final and binding.

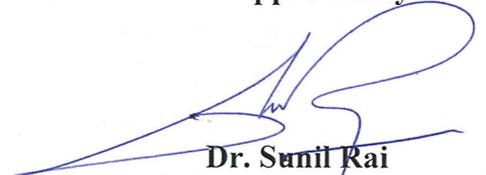
Recommended By



Manish Madaan
Registrar



Approved by



Dr. Sunil Rai
Vice Chancellor