

For Mess Rebate:

- **For Mess Rebate: Submit the google form with the required approvals/signatures before 48 hours of your applied leave. If mail approval received from FA/HOD, it needs to be uploaded at the specified area in the mess rebate google sheet.**
- **Minimum of 5 consecutive days of leave to be availed for mess rebate. That is, rebate applications are not valid for leaves of less than 5 consecutive days.**
- **The rebate can be availed up to a maximum of 10 days in a semester or 5 days twice in a semester.**
- **Rebate will be considered only if the Google form is filled ON OR BEFORE the date of leaving the campus after obtaining necessary approvals.**
- **It is mandatory to attach the hard copy of the mess rebate form in the Google form.**
- **Mess rebate will not be considered if not submitted in the same month of the beginning of the leave as per application. This will be cross checked with the time stamp in the google sheet.**
- **Fill up the form -> Approval from FA/HOD -> Signature and Seal from Mess -> Signature and Seal from Hostel Office -> Submit the google form attaching the approval form.**

For Mess Refund:

Mess refund is applicable to the students going for the Semester Internship/Workshops/ Medical leave with prior approvals from the authorities and who are willing to retain the hostel rooms/ willing to vacate the Hostel Room.

Important Notes:

Hostel Room Retention:

All students must pay both the Hostel and Mess fees during the financial registration.

- **The Mess fee will only be refunded to students who are going for the Semester Internship/ Workshops / Medical leave and have filled out the Google Form.**
- **The fee cannot be adjusted or reduced under any circumstances.**
- **It is mandatory to fill out the Google form before leaving for the Internship or going on medical leave.**
- **Please note that the Mess fee will only be refunded after the completion of the semester.**
- **If a student wants to avail the mess facilities in between the semester, he/she should report to the Hostel Office.**

Hostel Room Vacation:

- **The Hostel & Mess fee will be excluded from the total fee during the financial registration for the students who have already vacated the Hostel room officially submitting the vacation form at hostel office.**
- **If the student has already paid the Hostel Fee & Mess Fee and is yet to vacate the Hostel room, the hostel & mess fee will be refunded on a pro-rata basis provided all the vacation formalities are followed.**
- **The Hostel & Mess fee will only be refunded after the completion of the Semester.**