



# HOSTEL MANAGEMENT IIT MADRAS

S.No.  

## HOSTEL ROOM VACATING & REFUND REQUEST FORM

Name of Student   Roll No.  

(As appeared in Bank Pass Book)

Hostel   Room No.  

Mobile No.   E-mail ID  

### Reason for vacating (Please tick the appropriate box)

- |                         |                          |                           |                          |                           |                          |
|-------------------------|--------------------------|---------------------------|--------------------------|---------------------------|--------------------------|
| Course completed        | <input type="checkbox"/> | Discontinuation of Course | <input type="checkbox"/> | Others (specify)          | <input type="checkbox"/> |
| Quarters                | <input type="checkbox"/> | Foreign student           | <input type="checkbox"/> | Day scholar               | <input type="checkbox"/> |
| Registration kept alive | <input type="checkbox"/> | Clinical Prog.            | <input type="checkbox"/> | Exchange/Internship prog. | <input type="checkbox"/> |
- Period of absence..... to .....

**Date of Vacating the Hostel**

D	D	M	M	Y	Y	Y	Y
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Address for Communication.....  
.....  
.....

BANK ACCOUNT No. 

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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(Any bank - Anywhere in India)

Bank Name   IFS Code  

Branch   Location  

(Note : Payment will be made against student only)

- Declaration:**
- I have handed over the room in good condition and obtained endorsement from Hostel Office
  - I have taken all my belongings and agree to forego to claim left behind, if any by me.
  - I agree for recovery of dues if any due to discrepancy in my ledger report.

Date.....

Signature of the Student.....

**HOSTEL OFFICE USE**

Certified that the infrastructures provided in the room are in good condition and the room is clean.

Please charge Rs...../- as penalty for not cleaning the room/damage in infrastructures.

Hostel Office                  WARDEN

Seal

**CATERER / MESS USE**

Date of closing of mess account .....and noted in our records. The claim will be made accordingly.

Caterer                  Seal

Date.....

Received the Clearance Certificate on.....

Signature of the Student