



Date: _____

Hostel Vacating Form (Permanent/Temporary)

Name		Roll No	
Course		Branch	
Hostel Name		Campus	
Block Number		Room number	
Institute Email id		Mobile Number	

Hostel/Mess fee details, if any (Attach copy of fee receipt)

Semester	Receipt Number	Date	Amount

Date of vacating the hostel room:

Duration (in case of temporary): From _____ to _____

Mess Details

Mess name	
Date of Mess leaving	

Signature of the Student with date	<i>I hereby request Hostel Administration to refund my Hostel/Mess dues after deducting the rent of hostel and mess. if any</i>
Recommendation along with Signature of the Faculty Advisor or School Chair (if FA not yet been assigned)	
Signature of the Caretaker with date (hostel leaving date verified by the caretaker and dues)	
Signature of the Hostel Warden with date	
Signature of the Chief Warden with date	
Approved/Not Approved - Dean Students	