



PRESIDENCY UNIVERSITY

Private University Estd. in Karnataka State by Act No. 41 of 2013

PU/2024/135

August 02, 2024

CIRCULAR

Dear Students,

Subject: Hostel Facility Enrolment and Transport Facility Enrolment

Greetings from Presidency University!

A warm welcome to all the students who have been granted "Provisional Admission" to the various **Post Graduate Programs of MBA** at Presidency University for the Academic Year 2024-25. We draw the attention of the students desiring to avail the Facility of Hostel Accommodation and Transport for the Academic Year 2024-25, to the following.

Please refer the information provided below:

1. Hostel Facility Enrolment

We draw the attention of the students for the above Programs desiring to avail the Facility of Hostel Accommodation for the Academic Year 2024-25, to the following.

- a. Such students should register themselves by completing the Hostel Application Form, online, available at University website under "PAYMENTS" tab.
- b. The Hostel Fee is payable for the Full Academic Year but spread across **10 months** for purposes of administration. This applies to both, Twin-sharing and Three-sharing rooms.
- c. Student availing Hostel Accommodation shall remit atleast 50% of Hostel fee, on/before the date notified for the registration of students for the ODD semester of the Academic Year 2024-25.
- d. The Hostel Fee for the Academic year is fixed on the basis of 10 Months of Stay as a minimum and where Students extend their stay beyond 10 Months, they shall be charged Hostel Fee, extra on Pro-rata basis.
- e. Students shall carry their personal belongings viz., pillow, bedcover, blanket, bucket, warm cloths, umbrella, rain gear, toiletries etc in addition to their regular attire.
- f. Students should provide their previous medical records to the Hostel authorities in case of any existing health issues.
- g. Students should provide the Address proof/Aadhar card copy, photo and contact details of the Local Guardian (if applicable).
- h. Students should not carry any expensive item/s. The Hostel Management will not accept responsibility for the loss of or damage to such items.

Please note that the room allotment will be on First-Come-First-Serve Basis.

For further clarifications, the students can contact, Mr. Kumar – 9148572616/ Mr. Wasim 9148572621.



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2. Transport Facility Enrolment

- Students opting for Transport Facility should register themselves by completing the Transport Application Form, online, available at University website under "PAYMENTS" tab.
- The Transport Fee is payable for the Full Academic Year and where Students wish to utilize the Transport Facility beyond the Academic Year, they will be charged extra Transport Fee.
- Students availing Transport facility shall remit atleast 50% of the Transport Fee on/before **August 10, 2024**.
- Transport Fee is applicable for both pick up and drop. The option of availing only pick up or drop facility is NOT available.
- Once the registration form is accepted by the Transport Department, the student becomes liable to pay the transport fee for the entire Academic Year 2024-25 (Cancellation and withdrawal is not permitted).
- Please be informed that students will be restrained from using the Transportation Facility if the Transport fee is not paid before the due date.

Cancellation and Refund

The Withdrawal from the use of Transport Facility, once availed, is not encouraged. However, the University will consider the request from the student for refund in special cases based on recommendation from the Administration Head, specifically in the following circumstances,

- Admission is withdrawn/cancelled by the student.
- If the student shifts his residence to nearby location of the campus or where the transport facility is not available (Proof of residence to be submitted).
- Availed the Off-campus hostel facility provided by the university.
- Incase, if any and student does not wish to continue to avail the facility in the new route due to change in the existing route by the Transport department.
- Pandemic Situations.
- Any other reason as specified by the University Administration from time to time.

For further clarifications, the students can contact, Transport Help Desk: 9742255744 / 8217865141/ Mr. Syed Shameel - 9845643786 or Email to syed.shameel@presidencyuniversity.in.

REGISTRAR

