

1. On the day of counseling, please submit a **Demand Draft** for **Rs.21,000/-** in favour of “**Vellore Institute of Technology**”, payable at Vellore as an advance amount, towards hostel accommodation. *Please write the **student name and application number** on the **backside of the Demand Draft*** (Note that in case of withdrawal the **processing fee of Rs.1,200/-** is **non-refundable**).
2. Balance Hostel fees including Mess charges or Full fees towards hostel (if advance amount is not paid during counseling) can be paid preferably **ONLINE** or sent as **Demand Draft** (as per the **first choice of Room and type of Mess**) **on or before 8th June, 2018** for hostel room confirmation (*DD should be drawn in favour of “Vellore Institute of Technology”, payable at Vellore*).
 - a) If payment of Hostel room and Mess charges is made **ONLINE**, the allotment of the room gets confirmed immediately.
 - b) If payment of Hostel room and Mess charges is made through **Demand Draft**, confirmation on the allotment of room (as per availability) will be made **based on the date of receipt of the Demand Draft by the Hostel Authorities**.
3. **Hostel fee payment** for room allotment will be considered only after the payment of **full tuition fees on or before the stipulated date mentioned** by the admission office. (The chance of getting a room of your choice is higher if you complete the fee payment earlier).
4. If a room other than your first choice is allotted, the **excess** amount will be refunded or an **additional** amount will be collected, as the case may be.
5. **Room type and room number** will be displayed on VIT website **from 4th July, 2018** onwards.
6. Students should **report to the hostel only one day before the commencement of the classes** as mentioned in the **Provisional Admission Letter**. Rooms will not be available any time before to that date. Also, plan your arrival during day time. (*For example, if the classes start on 9th July, please plan your arrival on 8th July between 9 am to 6 pm only*).
7. Withdrawal of hostel admission should be made in the format available in VIT website.
8. In case, a student opts to **withdraw** hostel admission after joining the hostel, **hostel fees will be refunded** as per the **Hostel Refund Policy**.
9. All students after joining Vellore Institute of Technology should compulsorily open a **savings bank account** either with the **Indian Bank, VIT Branch or City Union Bank, VIT Branch**. This will enable Accounts Department to make refunds directly to their account.
10. Students should bring the following **items at the time of joining** the hostel.
Mattress, Pillow, Bed Sheets / Bed Spreads, Bucket, Mug, Lock-I for the cupboard and Lock-II for the room (Hostel staff will guide on buying the Lock-II, for the room based on the type of room. For shared accommodation the room lock should have as many keys as the type of room). **The said items are also available in the shops near the hostel blocks.**

NOTE: Applicable to students of MEN’S HOSTEL

Joint affidavit (in non-judicial stamp paper of Rs.20/-) is to be submitted by the student duly signed by the parent / guardian on the day of reporting to **UG Admission Office**. Refer the following URL for the content: www.vit.ac.in/campus/hostels

NOTE: Applicable to students of LADIES HOSTEL

Joint affidavit inclusive of local guardian details if preferred (in non-judicial stamp paper of Rs.20/-) is to be submitted by the student duly signed by the parent / guardian on the day of reporting to the **respective block wardens**. Refer the following URL for the content: www.vit.ac.in/campus/hostels

Address for Communication:

for MEN’S HOSTEL: **Chief Warden – Men’s Hostel**
Vellore Institute of Technology, Vellore – 632 014
E-mail: mh@vit.ac.in

for LADIES HOSTEL: **Chief Warden – Ladies Hostel**
Vellore Institute of Technology, Vellore – 632 014
E-mail: lh@vit.ac.in