

1. On the day of counseling, please submit a **Demand Draft** for **Rs.21,000/-** in favour of "VIT University", payable at Vellore as an advance amount, in order to reserve hostel accommodation. *Please write the **student name** and **application number** on the **backside of the Demand Draft*** (Note that the **processing fee** of **Rs.1,200/-** included in this 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 either **ONLINE** or sent as **Demand Draft** (as per the **first choice of Room and type of Mess**) **on or before 12<sup>th</sup> June, 2017** for hostel room confirmation (*DD should be drawn in favour of "VIT University" 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 dates mentioned**. (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 15<sup>th</sup> June, 2017** 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 1<sup>st</sup> July, please plan your arrival on 30<sup>th</sup> June between 9 am to 6 pm only*).
7. Withdrawal of hostel admission should be made in the format available at VIT website.
8. After joining the hostel, if any student opts to withdraw hostel admission, **hostel fees will be refunded** as per the **Hostel Refund Policy**.
9. All students after joining VIT University 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, Two Locks (one for the Cupboard and one for the 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](http://www.vit.ac.in/campus/hostels)

**NOTE: Applicable to students of LADIES 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 the wardens of Ladies Hostel. Refer the following URL for the content: [www.vit.ac.in/campus/hostels](http://www.vit.ac.in/campus/hostels)

**Address for Communication:**

for MEN's HOSTEL: Chief Warden – Men's Hostel  
VIT University, Vellore – 632 014  
E-mail: [mh@vit.ac.in](mailto:mh@vit.ac.in)

for LADIES HOSTEL: Chief Warden – Ladies Hostel  
VIT University, Vellore – 632 014  
E-mail: [lh@vit.ac.in](mailto:lh@vit.ac.in)