

Miss/Mrs. _____

Room No. _____

Booking and Cancellation Policy

- Booking amount for the new boarders for upcoming months/date is minimum Rs. 5000 for Non-AC room and 6000 for AC rooms, which will be considered as security deposit later.
- Cancellation of the seat booked for the upcoming months or from the upcoming date will cost you one month of rent deduction from the amount that you had paid at the time of booking.
- Once you shift to the hostel, your minimum stay should be of two months under any circumstances if you cancel your booking after shifting, you will be liable to pay two months of rent.

Due date and Month Cycle

- Boarders who join on any date of the month will have their rent due on the 1st of every month, with their monthly cycle running from the 1st to the 30th.
- Once you shift to the hostel, your minimum stay should be of two months and the protocol to vacate the hostel has to be followed.

Electricity & water Bills:

- A **separate electricity meter** is installed for each room.
- Boarders will be charged **based on actual electricity consumption at ₹7.6 per unit + 4% Electricity Duty**.
- The total bill will be shared equally among the registered occupants of the room.
- A **common meter** is installed for the **water pump motor and water cooler**, and the cost will be divided among all boarders.

Late Payment Charges

- Boarders have to pay the monthly rental in advance at the beginning of their month cycle and they are advised to pay the rent within five days of their due date, otherwise a fine of Rs.25 per day will be imposed.

Vacating the hostel permanently

- In case of leaving the hostel permanently, under any circumstances there should be a written notice period of at least one month from the boarder's side starting from monthly rental due date, failing to which boarder will be liable to pay the rent, electricity and water bills of ongoing month and the rent and other charges of very next month. No verbal communication to vacate the hostel will be considered under any circumstances.

Notice Protocols & Refund Policy

- You are advised to mail your notice at **princesscottage.bbsr@gmail.com** at least month before next rent due date.
- There should not be any outstanding on boarder's part while submitting the notice otherwise that notice will not be accepted.
- If monthly rental due date falls between the notice period boarder will be liable to pay that due amount as well.
- Caution money cannot be adjusted in the monthly rental of notice period, Electricity bills or water bills, it will be refunded after successful completion of the notice period.
- If somehow boarder has not paid the caution money and failed follow the said protocols the rent of the ongoing month and very next month will be collected.
- At the time of vacating the hostel, boarders are supposed to submit a clearance form duly signed by the hostel superintendent after due inspection of room and any damaged caused by her and drop a mail with the account detail/UPI at **princesscottage.bbsr@gmail.com** for the refund of caution money/outstanding amount with a copy of clearance form and money receipt of the caution money.
- After due verification the caution money/outstanding amount will be transferred to the account detail/UPI mentioned in the mail within a week from the date of receipt of the clearance form.

Post Notice period stay

- Once after giving the notice if a boarder wants to continue, she may not get the same seat to continue, continuation on the same seat will be subject to availability of the seat.
- After successfully completion of notice period if a boarder wants to extend her stay for couple of days she will be charged Rs. 250 per day or per night subject to availability of the seat.

Absenteeism/unauthorized guest

- Absenteeism from the hostel in night without prior approval will have a seriously repercussion that might result into a penalty of Rs. 5000 or immediate termination from the hostel or both.
- Allowing any unauthorized guest will result into a liability of Rs. 500 per day or per night on the boarder's part who has brought her to the hostel.

Entry and Exit Procedures

- Boarders must provide their thumb impression when entering and exiting the hostel individually.
- If multiple boarders are entering or exiting together, each boarder must provide their thumb impression.
- This process helps maintain records of entry, exit, and absenteeism for safety and documentation purposes.

Permission for Leave and Absence

- The hostel warden must approve any leave requests after consulting the boarder's parents/guardian.
- Boarders must provide a leave application for going home or staying away from the hostel overnight.
- Upon returning, boarders must submit a letter from their guardian/father/local guardian stating the time and date of their departure from home and arrival at the hostel. A prescribed format for this letter is available in the hostel prospectus.

Prohibitions

- **Prohibition of Intoxicants:** All forms of intoxication are strictly prohibited within the hostel premises.
- **Study Hours:** Boarders wishing to study after 12:00 midnight or before 5:00 AM must use their own table lamp.

Safety and Responsibility

- **Two-Wheeler Parking:** Boarders are allowed to keep two-wheeler on campus in the designated parking area. A copy of their driving license must be submitted in advance.
- **Personal Belongings:** Each boarder is responsible for the safekeeping of their personal belongings. The hostel authority and warden are not responsible for any loss or damage.
- **Room Inspection:** The hostel authority/superintendent has the right to open and inspect any locked room at any time without prior notice or explanation.

Additional Hostel Authority Rights

- The hostel authority and warden are not responsible for any accidents or hazards occurring inside or outside the hostel.
- Complimentary services provided by the hostel may be stopped or resumed at any time without prior notice.
- **Emergency Evacuation:** In case of an emergency, the warden may instruct boarders to vacate the hostel at short notice.
- **Room Transfers:** The hostel authority reserves the right to shift boarders to another room if necessary.

Immediate Termination Rules and Protocols

Grounds for Immediate Termination:

- **Violence or Aggression:** Engaging in physical violence, aggressive behavior, or making threats toward other residents, staff, or visitors.
- **Possession of Illegal Substances:** Possessing, using, or distributing illegal drugs or controlled substances within hostel premises.
- **Possession of Weapons:** Carrying or possessing any type of weapon within the hostel.
- **Property Damage:** Deliberate damage to or destruction of hostel property.
- **Serious Misconduct:** Committing any criminal behavior, including theft, assault, or harassment, that compromises the safety and integrity of the hostel environment.
- **Repeated Violations:** A recurring pattern of major rule violations, despite previous warnings.
- **Disturbance to Residents:** Intentionally disturbing other residents with unwelcome or disruptive behavior.
- **Urgent Room Requirement:** Immediate need for the room or building by the hostel owner for unspecified reasons.
- **Renovation Requirements:** Need for renovation or construction work in the room or building.
- **Roommate Conflicts:** Persistent and unresolved internal conflicts or fights with roommates.

Notification of Termination:

- Residents facing termination will receive a written notice clearly detailing the specific grounds for their removal.
- Hostel staff will issue the notice immediately upon observing or confirming the rule violation.

Packing and Exit Protocol:

- Residents must vacate the premises within 24 hours of receiving the termination notice.
- Hostel staff will supervise the packing process to ensure no hostel property is removed and to prevent potential disputes.

Clearance and Checkout:

- Residents are required to settle any outstanding dues before leaving the premises.
- Residents should return all keys, access cards, and any other hostel-issued property during checkout.
- In cases involving misconduct, intentional damage to hostel property, or serious conflicts with other residents, wardens, the hostel superintendent, or the hostel owner:
 - The **security deposit will be forfeited**, and
 - A **penalty of Rs. 5000** will be imposed.

Appeals Process (if applicable):

- In certain cases, residents may submit a written appeal explaining their situation within 48 hours.
- Appeals will be reviewed by hostel administration within five working days, although immediate removal will proceed regardless of the appeal status.

Communication of Termination to Authorities (if applicable):

- For serious offenses or illegal activities, hostel management may notify local authorities and share details of the incident as necessary.

Consequences for Non-Compliance:

- **Failure to Vacate:** Residents who do not vacate within the specified time may face forced eviction and possible legal action.
- **Property Damage:** Residents found responsible for damaging hostel property will be held liable for compensation costs.

To be filled by Boarder			
Name		Date of Joining	
Occupation		Company/College	
Calling Number		Father's Name	
Whats App Number		Father's Number	
E-Mail ID		Mother's Name	
DOB		Mother's Number	
Aadhar No		Father's/Mother's Aadhar No	
Present Address		Permanent Address	

Declaration by the Hostel Boarder

I, _____, daughter of _____, hereby declare that I have carefully read and understood all the terms and conditions mentioned above. I agree to abide by the rules and regulations of the hostel at all times.

I also affirm that the information furnished by me in the hostel admission form is true and correct to the best of my knowledge. I understand that any false information or violation of the hostel rules may result in disciplinary action, including termination of my hostel accommodation.

I commit to maintaining discipline, respecting the hostel authorities, and adhering to all prescribed guidelines during my stay.

Boarder's Signature**Date**