

P.N NATIONAL PUBLIC SCHOOL

GORAKHPUR

HOSTEL FEE

1 ST INSTALMENT (AT THE TIME OF ADMISSION)	49000/-
2 ND INSTALMENT (BEFORE 10 TH SEPTEMBER)	49000/-
TOTAL	98000/-
CAUTION MONEY* At the time of admission (Refundable) T&C apply	10000/-

- Hostel fee of 1st instalment has to be deposited at the time of admission 2nd instalment has to be paid before 10th September
- In case of non-payment by the due date, late fee of Rs 100/- per day (including holidays) will be charged for upcoming days until the action for striking-off is initiated as per rules. Office timing 09:00AM to 1:00PM
- No amount is refundable, if the students leaves the school after admission due to any reason

Refund of Caution Money:

- Caution money will be refunded **at the end of the academic year or after vacating the hostel.**
- The refund will be subject to deductions for damages, outstanding dues, or penalties incurred during the stay.
- Refunds will be processed within **30 days** of vacating the hostel, subject to clearance of all dues and inspection of the room condition.

Hostel Fee Rules and Regulations

1. Introduction: These rules and regulations govern the payment, refund, and management of caution money and hostel fees for students residing in the institution's hostel. The students are expected to adhere to these guidelines to ensure smooth functioning of the hostel facilities.

2. Hostel Fee Structure

2.1. Components of Hostel Fees: Hostel fees consist of the following components:

- **Accommodation Charges:** Covers the cost of the room, including its maintenance.
- **Food Charges:** Includes the cost of meals provided in the hostel mess (breakfast, lunch, dinner, and snacks).
- **Utilities Charges:** Includes electricity, water, and other basic utilities.
- **Security Charges:** Covers security and surveillance costs in the hostel premises.

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- **Maintenance Charges:** For the upkeep of the hostel facilities and common areas.
- **Special Amenities Charges (if applicable):** Charges for air-conditioning, internet, laundry, recreational facilities, etc.

2.2. Fee Payment Schedule:

- Hostel fees are to be paid **annually** or **semester-wise** (as per the institution's policy) at the beginning of each academic session.
- Late fee penalties will apply if the fees are not paid within the stipulated time. The penalty will be **₹100** per day, depending on the delay.

2.3. Fee Amount:

- The total amount of hostel fees will vary depending on the type of accommodation (single room, double room, dormitory, etc.) and additional services availed (Wi-Fi, air conditioning, etc.). The fee structure will be shared during the admission process.

3. Caution Money

3.1. Purpose of Caution Money:

- Caution money is a refundable deposit made by the student to cover any damages, losses, or pending dues during their stay in the hostel.
- The deposit ensures that the student maintains the hostel room and common areas in good condition.

3.3. Refund of Caution Money:

- Caution money will be refunded **at the end of the academic year** or **after vacating the hostel**.
- The refund will be subject to deductions for damages, outstanding dues, or penalties incurred during the stay.
- Refunds will be processed within **30 days** of vacating the hostel, subject to clearance of all dues and inspection of the room condition.

3.4. Non-Refundable Portion:

- Some portion of the caution money may not be refunded if used for routine repairs, cleaning, or institutional costs, as per the hostel policy.

4. Hostel Accommodation Allotment

4.1. Eligibility for Hostel Allotment:

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- Hostel accommodation is available on a first-come, first-served basis, or priority may be given to specific categories of students (e.g., out-of-town students, financial constraints).
- Students must apply for hostel accommodation as part of the admission process.

4.2. Allotment Process:

- Once allotted, the student must occupy the room within **7 days** of reporting to the hostel. Failure to do so may result in the cancellation of hostel accommodation.
- Room preferences (single/double/shared) can be requested, but final allotment is at the discretion of the hostel authorities.

5. Discipline and Conduct

5.1. Code of Conduct:

- Students are expected to maintain discipline within the hostel premises. Any violation of hostel rules may result in fines, penalties, or expulsion from the hostel.
- Smoking, drinking, and use of drugs are strictly prohibited in the hostel.
- Students should respect the privacy of others and follow the set guidelines regarding noise levels and conduct.

5.2. Damages and Breakages:

- In case of any damage to the hostel property (room furnishings, appliances, etc.), the cost will be deducted from the caution money.
- If the damage exceeds the caution money amount, the student will be required to pay the additional cost.

6. Visitor Policy

6.1. Visitors:

- Hostel rooms are not to be used to host non-resident guests. Visitors are allowed only in designated visitor areas.
- Visiting hours will be specified and must be strictly adhered to.

6.2. Overnight Stay:

- Overnight stays by non-residents are prohibited unless specifically allowed in exceptional cases.

7. Food and Mess Facilities

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7.1. Mess Timings:

- The hostel provides meals at designated times throughout the day: breakfast, lunch, snacks, and dinner. Students are expected to follow the mess timings and rules.
- Food services will be provided for all students as part of their hostel fee package.

7.2. Special Diets:

- Special diet requests for health reasons must be submitted to the hostel warden, and additional charges may apply.

8. Vacating the Hostel

8.1. Notification of Vacating:

- Students wishing to vacate the hostel must inform the hostel authorities **at least one month** before the end of the academic year or their intended departure.
- A final room inspection will be conducted, and any damages or dues will be assessed before issuing a refund of caution money.

9. General Rules

- This institution reserves the right to make any changes to the hostel fee structure, rules, or regulations at any time, with prior notice to the students.
- Students should keep a record of all payments made and obtain receipts for all transactions related to hostel fees.

By staying in the hostel, the student agrees to follow these rules and regulations as laid out by the institution. Any violation may result in penalties, including fines, deduction of caution money, or expulsion from the hostel.

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Hostel Pocket Money / Bank Account Rules & Regulations for Students

1. Introduction: This set of guidelines governs the management of pocket money or bank accounts for students staying in the hostel. These rules are designed to ensure that students have adequate financial provisions while promoting responsible money management during their time in the hostel.

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2. Pocket Money Guidelines

2.1. Amount of Pocket Money:

- Students are allowed to manage their pocket money within reasonable limits as determined by their parents or guardians.
- **Recommended Pocket Money:** The recommended amount of pocket money varies depending on the institution's location and the individual student's needs. Typically, students are advised to keep pocket money in the range of **₹2,000 to ₹5,000 per month** for day-to-day expenses, such as snacks, stationery, personal items, and small emergencies.
- Students must ensure that the amount is adequate to cover personal expenses but not excessively high to avoid unnecessary temptations or misuse.

2.2. Usage of Pocket Money:

- Pocket money can be used for small personal expenses, including:
 - Snacks, beverages, and meals outside the hostel mess.
 - Stationery, toiletries, and other personal necessities.
 - Travel expenses within the city.
 - Entertainment and recreational activities.

2.3. Security of Pocket Money:

- Students are advised to keep pocket money in a **secure place** (e.g., a lockbox or wallet). The institution is not responsible for lost or stolen money.
- Students should avoid carrying large amounts of cash with them. Instead, it's recommended to use digital payment methods or keep cash in small amounts.

3. Bank Accounts for Students

3.1. Requirement of a Bank Account:

- Students are strongly encouraged to have a **bank account** for managing larger financial transactions, such as the payment of fees, hostel charges, or money transfers from parents/guardians.
- A bank account will also help in receiving pocket money via bank transfers or using a debit card for withdrawals and transactions.

3.2. Opening a Bank Account:

- Students are advised to open a **student-friendly savings account** with a nationalized or recognized private bank. Many banks offer accounts with zero minimum balance requirements and specific benefits for students.
- The **bank account details** must be submitted to the hostel authorities for maintaining a record, and to facilitate the receipt of funds from parents or guardians.

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- Parents or guardians can transfer funds directly to the student's bank account, ensuring transparency and safety in financial transactions.

3.3. Accessing the Bank Account:

- Students should keep their **bank account details, debit card PIN**, and other sensitive information secure.
 - Withdrawal of funds can be done via ATM, online banking, or through bank branches (if available near the campus).
 - For ATM transactions, students are encouraged to use **ATM cards** that have a **limited withdrawal limit** for safety reasons.
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4. Financial Support from Parents/Guardians

4.1. Monthly Transfers:

- Parents or guardians should ensure that the student's bank account is credited with enough funds for their monthly expenses, including pocket money, hostel charges, and academic-related expenses (books, stationery, etc.).
- The **recommended monthly transfer** amount (for pocket money and miscellaneous expenses) should be discussed and mutually agreed upon by the student and their guardians.

4.2. Emergency Funds:

- It is advisable for parents to keep an **emergency fund** available in the student's account for unforeseen circumstances like medical emergencies, travel needs, or other urgent situations.
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5. Financial Transactions and Monitoring

5.1. Transparency and Accountability:

- Students must maintain a **record of all financial transactions** made using pocket money or their bank account. This can be done through a small notebook or a digital record.
- Periodic checks of the spending pattern may be conducted by the hostel authorities, especially if there is any indication of misuse or excessive spending.

5.2. Monitoring Spending:

- Parents or guardians may request periodic **statements of bank transactions** to monitor the student's spending habits and ensure that the funds are being used responsibly.

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- The institution or hostel management may intervene if a student's spending appears to be outside of acceptable limits, in order to discuss financial management and responsibility.

