



HITEC UNIVERSITY TAXILA

OFFICE OF THE REGISTRAR

No.REG/Policy/20/9071

Dated: June 17, 2020

Subject: Policy for Adjustment of Hostel Charges – HITEC University

General

1. The Spring Semester 2020 started from Monday February 10, 2020 and all students willing to occupy the hostels of the university deposited the hostel charges for the entire semester in advance. Due to the spread of Coronavirus epidemic, the University was closed on March 16, 2020 because of lockdown and all the students residing in the hostel were asked to vacate the hostel in line with the instructions of the Govt of Pakistan and the Govt of the Punjab. Hence, the students did not avail the facility of the hostel for the complete duration of the Semester Spring 2020.

Aim

2. The aim of this policy is to streamline the procedure to adjust the balance of the hostel charges for the period of closure of hostel due to lockdown.

Calculation of Amount for Adjustment

3. All students residing in the hostel deposited Rs 35000/- for the duration of the semester which is spread over 19 weeks. The Spring Semester 2020 for all students (less Civil Engineering) was scheduled from February 10, 2020 to June 26, 2020 whereas for Civil Engineering it was from March 9, 2020 to 24 July 2020 including one week Eid holidays. Following formula will be applied for the calculation of share of hotel charges for adjustment for the period of time for which the students did not utilize the hostels services/ accommodation:

- a. Total duration of the Semester is 19 weeks.
- b. Students of all departments less civil engineering resided in the hostel for 5 weeks, whereas students of civil engineering department resided in hostel for one week.
- c. Total amount deposited by the students was Rs 35000/-
- d. All students less Civil Engineering to be charged Rs 9200/- for the utilization of hostel accommodation and services calculated as follows : $(35,000 \times 5)/19$
- e. Civil Engineering students to be charged Rs 1900/- for the utilization of hostel accommodation and services calculated as follows: $(35,000 \times 1)/19$.

- f. An amount of Rs 25,800/- will be adjusted into the students demand of all departments less Civil Engineering for next semester hostel charges, whereas Rs 33,100/- will be adjusted for Civil Engineering students.
- g. Final year students will be refunded Rs. 25,800/- along with the security refund after the provision of the clearance certificate.
- h. In case a student does not want to reside in the hostel, he/ she can get the amount adjusted against the demand of tuition fee for Fall Semester 2020.
- i. Hostel students can also get the amount adjusted against Summer Semester Fee and pay the remaining amount if any.

Procedure of Adjustment

4. Following procedure will be followed for the adjustment of amount given at para 3 d & e above:
 - a. All students who deposited the hostel charges for Spring Semester 2020 and desire to avail the hostel facility for Fall Semester 2020, will apply to the DSA for allotment of hostel. DSA will recommend the case to Treasurer office for issuance of Hostel Charges Challan for remaining amount after adjustment of Rs 25,800/- (for all departments less civil engineering) and Rs 33100/- (for civil engineering).
 - b. The students who want to adjust the amount against the Summer Semester Fee will apply to Treasurer along with detail of courses for enrollment and Treasurer Office will issue Challan of balance amount to the students after adjustment of adjustable amount. In case the amount exceeds the Summer Semester Fee, Treasurer Office will adjust the surplus amount against the tuition fee for Fall Semester 2020 and will inform the student accordingly.
 - c. Final Year students can apply to Treasurer for adjustment of Rs 25,800/- against Summer Semester Fee or its refund along with security. Treasurer Office will issue consolidated cheque to the passing out students including refundable hostel dues/charges.

Conclusion

5. This policy is expected to resolve the refund problem of the students who utilized the hostel facilities partially during the Spring Semester 2020. The policy will be implemented with immediate effect and will be circulated to all the affected students and departments.



Muhammad Hafeez
Registrar