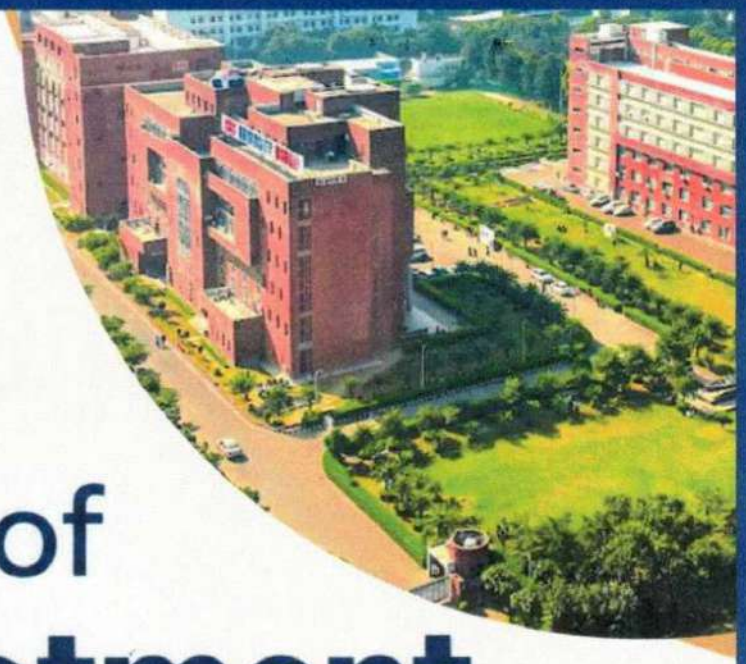
CGC UNIVERSITY MOHALI

Shaping Tomorrow, Today



Cancellation of **Hostel Allotment** *and* **Refund Policy**





CGC UNIVERSITY, MOHALI
ਸੀਜੀਸੀ ਯੂਨੀਵਰਸਿਟੀ, ਮੋਹਾਲੀ
Established under Punjab Private Universities Policy 2010 (Act No. 11 of 2025)
Registrar Office
ਰਜਿਸਟਰਾਰ ਦਫ਼ਤਰ

CGCU/RO/26-27/122 **Dated: 29 Sep 2026**

NOTIFICATION

This is for the information of all concerned that the Hostel Norms, Standard Guidelines & Regulations, approved in the 1st Meeting of the Governing Body under Agenda Item No. 1.5, have been duly published and uploaded on the University website.

In reference to Para 23 of the aforesaid Guidelines, the detailed provisions relating to refund on account of cancellation of hostel allotment, as prescribed under the Hostel Refund Policy, are attached herewith for information and necessary compliance.

All concerned are requested to ensure strict adherence to the approved provisions while processing cases relating to cancellation of hostel allotment and refund.

29.9.2026

Prof. (Dr.) Anupam Sharma
Pro VC (Examination) & Registrar
CGC University, Mohali

Copy to:

- Hon'ble Chancellor: for his kind information please through SM
- Worthy Managing Director: for his kind information please through SM
- Executive Vice-President: for his kind information please through PA
- Vice Chancellor: for his kind information please through PA
- PVC (Academics): for kind information and necessary action please.
- CFAO: for kind information and necessary action please.
- ED Operations: for kind information and necessary action please.
- Director HR: for kind information please.
- Associate Director Admission and Marketing: for necessary action please.
- GM Digital: for necessary action and uploading on University website .
- Manager ERP: for necessary action and uploading on ERP.

Cancellation of Hostel Allotment and Refund Policy

Version COHA 1.1

Applications for cancellation of hostel allotment and refund of hostel fees shall be processed strictly in accordance with the University's approved Hostel Refund Policy and the following terms and conditions. The decision of the University shall be final and binding in all such cases.

Prior to the Commencement of Academic Classes

Clause	Time of Withdrawal	Refund applicable
COHA/Clause 1	Before the start date of classes for the new academic session with non-occupancy.	100% refund will be granted after deducting the processing charges of Rs.2000/-

After the Commencement of Classes

Clause	Time of Withdrawal	Refund applicable
COHA /Clause 2	Withdrawal within 15 Days from the Hostel Joining.	Refund will be calculated on a pro-rata basis.
COHA/ Clause 3	Withdrawal after 16 to 30 Days from the Hostel Joining.	Refund shall be calculated on a pro-rata basis with effect from 1st July.
COHA /Clause 4	Withdrawal after 30 days of Hostel Joining	Hostel fee shall be deducted for the entire academic year.

If a student fails to join the hostel from the commencement of the new academic session, the University reserves the right to cancel the hostel seat allocation as per the Hostel Admission Policy. Any subsequent allotment shall be subject to seat availability and approval of the competent authority.

Recommended & forwarded for Approval
29/9/25
26/09/2025

Vice Chancellor
CGC University, Mohali