

APPLICATION FOR EXTENDING THE STAY IN HOSTEL

1. Name of the Student (in Block Letters):

2. Register No :

3. Name of the Hostel :

Room No.:

4. Name of the Course :

5. Name of the Department :

6. Name of the School :

7. Date of Admission :

8. Period of Extension of Stay :

9. Reason for Stay :
(Proof to be attached)

10. Amount to be paid : Rs.1,000/- (Per Month) Challan No. Dated

11. Contact Phone No : Mobile No:

PHOTO

Declaration by the Student : I declare that I need extension of stay in the hostel from..... to..... for the reason being..... In this connection, a letter from my parent requesting the Chief Warden to grant extension of my stay for justifiable reasons is enclosed with this application. I will abide by the Rules and Regulations of the University. I will vacate the room at any time if it is warranted by the authorities.

Signature of the Student

Declaration & Recommendation by the HOD: I know the student and he may be permitted for the extension of stay. If there is any lapse on the part of the student during this period, He/She will take up the whole responsibility.

Signature of the Head with Seal

Declaration & Recommendation by the Warden: I recommend the case and the reason mentioned is genuine. He/She will be vacated at any time in case of complaints during his extended stay.

Signature of the Warden with Seal