



**UNIVERSITY COLLEGE OF ENGINEERING TINDIVANAM, HOSTELS
MELPAKKAM, TINDIVANAM – 604307**

Office: 04147-224432, Email: hostelofficeucet@gmail.com

HOSTEL VACATING FORM

YEAR – 20 - 20

Application No: 20 / _____

Date: dd / mm / yyyy

Hostel Block: BOYS HOSTEL GIRLS HOSTEL

| STUDENT DETAILS (Fill in CAPITAL LETTERS only) | | |
|--|----------------------------|---|
| 1. | Name of the Student | |
| 2. | Registration Number | |
| 3. | Branch / Semester | |
| 4. | Room Number | |
| 5. | Student Contact Number | |
| 6. | E-Mail ID | |
| 7. | Reason for Vacating Hostel | Year / Course Completion / Transfer / Discontinue / Others _____ |

| NO DUES | | | |
|---------|-----------------------|------------------|---------|
| | Due / No Due | Name & Signature | Remarks |
| 1. | Hostel Damage | Hostel Caretaker | |
| 2. | Hostel Fees | Supervisor | |
| 3. | Mess Damage | Hostel Caretaker | |
| 4. | Mess Fees | Supervisor | |
| 5. | Residential Counselor | | |

Hereby, I acknowledge and declare that I leave the room without any damages up to the best of my knowledge. If the authorities find any further issues, I accept to pay the damage charges as per the hostel norms.

Vacating Date:

Signature of the Student

PERMITTED / NOT PERMITTED

Deputy Warden

Executive Warden

WARDEN

Encl: 1. Caution Deposit Application & Acknowledgement (for Course Completion or Discontinue / Transfer)

2. Undertaking Form