



**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