

**Note on Mess Advance Refund Policy as per the HMAc Meeting held on
07.05.2019:**

- Refund shall be made ONLY if a candidate takes release from the MESS SECTION through proper channel. If a boarder leaves the hostel/institute without informing the Warden, Chief Warden, Assistant Proctor and without taking the Release Slip from the Mess Section, NO REFUND (if applicable) shall be made
- Unless the candidate receives the RESEASE SLIP from the MESS SECTION, his/her account will be “live” and NO refund process shall be initiated
- Submitting an application through email/hard copies to the Chief Warden, Assistant Proctor /Warden DOES NOT ENSURE the cancellation of boarder ship from a hostel. Clearance from various related sections of IEST should be taken before taking release from the Mess Section, as per the norms
- Withdrawing admission from IEST, Shibpur does not ensure automatic cancellation of boardership from hostel. Such candidates need to apply separately to the MESS SECTION (through Warden and Chief Warden, Assistant proctor) to get the RELEASE SLIP and CLOSE their MESS ACCOUNT
- After taking the Release Slip from the Mess Section, the candidate should submit a copy of the same to the Warden of the hostel for future reference. The expenditure will be calculated including the entire month in which the release has been taken. The amount refundable from Mess Advance, if any, will be Rs. 17,500 – Total Expenditure up to that month. If there is any deficit, the candidate has to pay that before taking release
- The refundable amount, if any, will be credited to the bank account through online mode from which the advance payment has been made
- NO refund shall be made for Mess Establishment Fund and Mess Entrance Fund
- The Caution Money shall be refunded only if other payments are clear and there is No Objection from the Warden of the respective hostel