

ACCOMMODATION APPLICATION FORM (OFF CAMPUS)

Unit No:	
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APPLICANT'S DETAILS:

*Name:			
*Student No:		*IC/Passport No:	
DOB:	day / month / year	Contact No:	
*Gender:	<input type="checkbox"/> Male <input type="checkbox"/> Female	Marital Status:	<input type="checkbox"/> Single <input type="checkbox"/> Married
*E-mail Address:		Nationality/Country:	<input type="checkbox"/> Malaysian <input type="checkbox"/> Others: _____
Religion:	<input type="checkbox"/> Muslim <input type="checkbox"/> Buddhist <input type="checkbox"/> Hindu <input type="checkbox"/> Christian <input type="checkbox"/> Others, please state: _____		
*Permanent Home Address:			
House Tel:		*Programme Enrolled:	
*Intake Date:		*Expected Check-in Date:	

* Compulsory items

ACCOMMODATION DETAILS:

Off Campus Accommodation KL Campus	<input type="checkbox"/> 5 persons unit	<input type="checkbox"/> 6 persons unit
Room Type	<input type="checkbox"/> Normal Room	<input type="checkbox"/> Air-conditioned Room
Room Occupancy	<input type="checkbox"/> Single	<input type="checkbox"/> Deluxe <input type="checkbox"/> Master Room

OFF CAMPUS ACCOMMODATION TENANCY PERIOD & RENTAL RATES (Please tick ONE only)

5 persons per condo unit

NO	ROOM TYPE	UNIT TYPE	RENTAL (RM) per semester per person		
			General Intake (4 months)	Medicine/Pharmacy (5 months)	A-Levels (6 months)
	<u>Normal</u>				
1	Single Room	Single	<input type="checkbox"/> 1980	<input type="checkbox"/> 2475	<input type="checkbox"/> 2970
2	Deluxe Room	Twin Sharing	<input type="checkbox"/> 1640	<input type="checkbox"/> 2050	<input type="checkbox"/> 2460
3	Master Room	Twin Sharing	<input type="checkbox"/> 1980	<input type="checkbox"/> 2475	<input type="checkbox"/> 2970
	<u>Air-conditioned</u>				
1	Single Room	Single	<input type="checkbox"/> 2300	<input type="checkbox"/> 2875	<input type="checkbox"/> 3450
2	Deluxe Room	Twin Sharing	<input type="checkbox"/> 1960	<input type="checkbox"/> 2450	<input type="checkbox"/> 2940
3	Master Room	Twin Sharing	<input type="checkbox"/> 2300	<input type="checkbox"/> 2875	<input type="checkbox"/> 3450

6 persons per condo unit

NO	ROOM TYPE	UNIT TYPE	RENTAL (RM) per semester per person		
			General Intake (4 months)	Medicine/Pharmacy (5 months)	A-Levels (6 months)
	<u>Normal</u>				
1	Single Room	Single	<input type="checkbox"/> 1980	<input type="checkbox"/> 2475	<input type="checkbox"/> 2970
2	Deluxe Room	Twin Sharing	<input type="checkbox"/> 1640	<input type="checkbox"/> 2050	<input type="checkbox"/> 2460
3	Master Room	Three Sharing	<input type="checkbox"/> 1380	<input type="checkbox"/> 1725	<input type="checkbox"/> 2070
	<u>Air-conditioned</u>				
1	Single Room	Single	<input type="checkbox"/> 2300	<input type="checkbox"/> 2875	<input type="checkbox"/> 3450
2	Deluxe Room	Twin Sharing	<input type="checkbox"/> 1960	<input type="checkbox"/> 2450	<input type="checkbox"/> 2940
3	Master Room	Three Sharing	<input type="checkbox"/> 1700	<input type="checkbox"/> 2150	<input type="checkbox"/> 2550

OFF CAMPUS RULES AND REGULATIONS (Summary)

1. Each application must be accompanied with a **non-refundable booking fee of RM 1000.00**. Payment of booking fee does not guarantee a place in the Off-Campus Accommodation. All bookings are entertained on a 'first-come-first-serve' basis." In the event the University is unable to provide a room in the Residential Halls, the booking fee shall be refunded in full. (See Important notice for International Students below)
2. All Application Forms must reach the Student Affairs Office of UCSI University at least 4 weeks in advance of a new semester to secure a place (subject to availability).
3. Room will be reserved for 14 days after the date of payment. The University reserves the right to release the room after the said period. All payment made will not be refunded.
4. The **full payment of the semester's rental must be made** upon check-in into the Off-Campus Accommodation/arrival at UCSI University. Once the rental is paid, the booking fee will then be converted to refundable deposit. Should the student check-in after the commencement of the semester's orientation the student is still required to pay the full semester's rental for his/her accommodation.
5. The minimum rental period is 4 months.
6. Tenancy is valid for one semester and depending on the academic programme the student is enrolled in. Students may apply for their refundable deposits at the end of their tenancy.
7. If a resident decides to withdraw before the end of semester, **only the remaining rental will be refunded**. The deposit of RM 1000.00 will be forfeited.
8. The rental rate includes utility fees, electricity and water up to RM200 only (electricity charges of up to a maximum of RM 150.00 per month and water charges of up to RM 50.00 per month), and once a month cleaning service (only limit to common areas). Utility fees that exceed the said amount will be borne equally by all the tenants in respective unit.
9. All rooms are provided with a wardrobe, a study desk & chair, bed, a mattress, and stand fan. Linens (*1 single bed sheet and 1 standard pillow case*) will be provided free of charge.
10. Check-In Time:
 - Monday to Friday: 9 a.m to 6 p.m; Saturdays: 9 a.m to 1 p.m (except on Public Holidays)
 - For other times (Sundays, Public Holidays or any time outside the range given above): students will have to make a request to check-in 1 week in advance.
11. Rental does not include car parking facility.
12. Student expelled from the Residential Hall for violation of Residential Hall Rules and Regulations shall not be entitled to the remainder of their rental paid in advance nor their deposit.
13. Residents of the opposite gender are prohibited from going to units designated for members of the opposite gender. Disciplinary actions would be taken if failure to comply.
14. UCSI University and its authorised agents shall not under any circumstances be responsible for any damage, loss or theft of any property, money and other items belonging to the residents and/or their visitors and any personal injuries suffered by the residents or their visitors/guests howsoever caused.
15. Smoking, possession and/or consumption of alcoholic drinks, any prohibited drugs and gambling are prohibited in the Off Campus Accommodation and a RM 50 fine is imposed. Any other activities deemed illegal in the eyes of the law are also prohibited in the Off – Campus Accommodation.
16. Vandalism is a serious offence. Residents found guilty of committing such an offence can or will be evicted from the Off Campus Accommodation or barred from continuing his/her studies in the institution. The cost of making good any item vandalized will be charged accordingly to the resident.
17. Residents are not to make excessive noise or disturbance in the Off Campus Accommodation. Music must be kept to a reasonable level at all times of the day. Careful consideration of other residents and neighbours must be taken into account at all times.
18. No visitors are allowed after 11.00pm.
19. Residents are responsible for keeping their rooms and the common areas in the Off Campus Accommodation, such as the lounge area, kitchen and bathrooms clean and tidy at all times. They must also practice the proper handling of all fittings and equipments provided for them.
20. In the event of investigation cases, the warden/RH staff/Security shall be authorized to search & make inspection of rooms, which shall not be limited to general search of common areas, but also specific areas, which is locked or keyed. (E.g. wardrobe). This maybe conducted with/ without the presence of the student.
21. The Accommodation Officer / Warden / security guard may conduct inspections of the premises to ensure all rules are observed at anytime. Students must allow maintenance personnel to enter their rooms for maintenance purposes.
22. The University's SRHC reserves the right to terminate the tenancy of those who violate any of the Rules & Regulations of the Off-Campus Accommodation. All rental paid shall be forfeited, and the University also reserve the right to deduct any amount owing by the student against their deposit, caution fees and other fees or impose any additional charges.
23. This application is complete only if the applicant acknowledges having read and understood the Off-Campus Rules & Regulations overleaf.

I, _____, have read the above* Residential Hall Rules and Regulations and agree to abide by all the stipulated rules and regulations of the University's Residential Hall.

Signature: _____

Date: _____

* This is not a comprehensive listing of all the Rules and Regulations for the Off-Campus Accommodation. Please be sure to familiarize yourself with the full set of Rules and Regulations of the Off-Campus Accommodation.

IN CASE OF EMERGENCY, PLEASE CONTACT:			
Name:		Relationship:	
E-mail:		Contact No:	<i>(H/p)</i>
Address:			<i>(Office)</i>
			<i>(Home)</i>