

ACCOMMODATION APPLICATION FORM (ON CAMPUS)

FOR OFFICE USE	
Accom. Venue:	
Room No.	

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"/> Hindu <input type="checkbox"/> Buddhist <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:			
UCSI University KL Campus	<input type="checkbox"/> RH (South Wing - Taman Connaught) <input type="checkbox"/> RH (North Wing - Taynton View)		
UCSI University Terengganu Campus	<input type="checkbox"/> RH		
Room Type	<input type="checkbox"/> Normal Room	<input type="checkbox"/> Air-conditioned Room	
Room Occupancy	<input type="checkbox"/> Single	<input type="checkbox"/> Twin-Sharing	<input type="checkbox"/> Three Bedded-Sharing

* Single and Three Bedded-sharing only available in RH North Wing Campus with limited units.

SEMESTER TENANCY PERIOD & RENTAL RATES: <i>(Please tick ONE only)</i>					
INTAKE	SEMESTER TENANCY PERIOD		RENTAL PER SEMESTER (RM)		
			Normal Room (Twin-sharing)	Air-Conditioned	
				Twin-Sharing/ Three Bedded	Single Room
General Intake	Jan 10 Intake <input type="checkbox"/> 29 Dec 09 – 23 April 10	1640	1900	2800	
	April 10 Intake <input type="checkbox"/> 29 April 10 – 21 Aug 10				
	Aug 10 Intake <input type="checkbox"/> 26 Aug 10 – 18 Dec 10				
	Short Semester Aug 10 Intake <input type="checkbox"/> 1 Sep 10 – 30 Oct 10	820	950	1400	
Pharmacy	July 09 Intake <input type="checkbox"/> 28 Dec 09 – 17 May 10	2050	2375	3500	
	July 10 Intake <input type="checkbox"/> 1 July 10 – 22 Nov 10				
Medicine	July 10 Intake <input type="checkbox"/> 1 July 10 – 22 Nov 10	2050	2375	3500	
Nursing	Jan 10 Intake <input type="checkbox"/> 4 Jan 10 – 26 Jun 10	2460	2850	4200	
	July 10 Intake <input type="checkbox"/> 1 July 10 – 21 Dec 10				
A-levels	Jan 10 Intake <input type="checkbox"/> 29 Dec 09 – 19 Jun 10	2460	2850	4200	
	April 10 Intake <input type="checkbox"/> 19 Apr 10 – 9 Oct 10				
	July 10 Intake <input type="checkbox"/> 1 July 10 – 21 Dec 10				
Architecture (Degree)	Jan 10 Intake <input type="checkbox"/> 29 Dec 09 – 22 May 10	2050	2375	3500	
	June 10 Intake <input type="checkbox"/> 3 Jun 10 – 9 Oct 10				

ON CAMPUS ACCOMMODATION (Residential Hall – Terengganu Campus):

PROGRAMME	SEMESTER PERIOD		RENTAL PER SEMESTER (RM)	
			NORMAL (Twin-sharing)	AIR-CONDITIONED (Twin-sharing)
Medicine	July 09 Intake	<input type="checkbox"/> 1 July 10 – 22 Nov 10	2310	2700

ON-CAMPUS RESIDENTIAL HALLS 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 Residential Halls. 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. The **full payment of the semester's rental must be made** upon check-in into the Residential Hall/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.
4. 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.
5. All students will be allowed to stay at the University Residential Hall for a **maximum of 2 consecutive semesters & it is subject to availability**.
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. Tenancy is renewable after the first semester and is subject to availability. Priority will be given to new students.
8. 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.
9. 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.
10. Deposits will be refunded should a student decided not to renew his/her tenancy after his/her stay at the University's Residential Hall (except for clauses 6 & 7 above), provided that the facilities and amenities of the relevant Residential Hall unit have been kept in an acceptable condition. The Student Residence and Housing Committee shall be the sole discretionary body to decide what may be considered 'acceptable.'
11. In the event that damages have been done upon the property of the University, the student's deposit will be used to cover the cost of returning the said property to its near original state.
12. For any additional stay, the charges are based on the published rate. No family members, relatives or friends are allowed to stay overnight at the Residential Hall.
13. Students are separated by gender to specific floors/house units in the Residential Hall.
14. Students are strictly prohibited from bringing in strangers or a person of the opposite sex into their respective room. They are also not allowed to behave in such manner that may embarrass or cause inconvenience to others in the Residential Hall. Friends/ fellow students are allowed into the visitors' hall only.
15. No visitors are allowed after 11.00pm.
16. Rooms are on a twin-sharing basis and international students will be paired with either a local or a student from another country.
17. The assignment of Residential Hall and room is at the discretion of the SRHC (guided by the set policies and procedures).
18. A launderette is provided in the Residential Hall for the convenience of the students. Students are not allowed to wash their own clothes in the shower rooms or to hang wet clothes in the washroom / in their bedrooms/wardrobe.
19. Smoking, alcoholic drinks and gambling are not allowed in the Residential Hall.
20. The Residential Hall is designated as a "Halal area." Non-halal food/items are prohibited. Such items found will be confiscated and disposed off by the staff with no compensation to the student(s) involved.
21. Curfew period for the Residential Hall is set at 12 midnight until 7 AM. All students are expected to be in the Residential Hall during curfew hours and are expected to be in their respective rooms by 3 AM.
22. Students must keep their rooms and common area clean at all times.
23. Students are not allowed to change room and duplicate keys without the prior approval from the Student Affairs Office.
24. 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.
25. 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.
26. The University's SRHC reserves the right to terminate the tenancy of those who violate any of the Rules & Regulations of the Residential Hall. 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.

Important Notice for International Students

1. Payment of Booking Fee via telegraphic transfer payment is subject and effective only upon clearance by bank (Depending on the country, this may take 2-3 weeks)
2. All international students are encouraged to stay on-campus for their first semester at UCSI University. In the event on-campus residence is not available, UCSI University off-campus residence will be automatically provided.

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 Residential Hall. Please be sure to familiarize yourself with the full set of Rules and Regulations of the Residential Hall.*

*** The University reserves the right to impose new rules and/or amend existing rules in connection with the Residential Hall from time to time, and such additions and amendments shall be duly notified to Students accordingly. (For most current Residential Hall Rules & Regulations, please visit www.ucsi.edu.my)*

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

What Do You Need To Know?

Q: When can I check-in?

A: You are allowed to check in on the start date of the tenancy period or one day before the commencement of the semester's orientation.

General Intake	Jan 10 Intake <input checked="" type="checkbox"/> 29 Dec 09 – 23 April 10	Your check-in date is 28 Dec 2009
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Q: If I check-in before the tenancy start date, how much will I have to pay?

A: The start of tenancy is 29 Dec 2009. However, you can check-in on 28 Dec 2009 (free of charges). Earlier than 28 Dec 2009, charges would be applied. For example:

Based on above table, your check-in date is 28 Dec 2009. If you check-in earlier than 28 Dec 2009, for instance 25 Dec 2009, the charges are as follows:

Your extra charges = 25 Dec, 26 Dec, 27 Dec (3 days)

RoomType	Pro-Rate	Rental Rate	Total Payment (Pro-rate + Rental Rate)
Normal room	3 days x RM17 = RM 51	RM 1640	RM 1691
Air-Conditioned Room	3 days x RM20 = RM 60	RM 1900	RM 1960

Q: If I check-out later than the tenancy end date, how much will I have to pay?

A: If you check out later than the tenancy end date (provided you decided not to renew for the next semester), you will have to pay extra daily charges (with acknowledgement of the Accommodation Officer regarding the extension) or overstay charges (without acknowledgement of the Accommodation Officer). For example:

Based on the above table, your check-out date is 23 April 2010. If you check-out later than the tenancy end date, for instance 26 April 2010, the charges are as follows:

Your extra days is = 24 April, 25 April and 26 April 2010 (3 days)

RoomType	With acknowledgement of the Accommodation Officer	Without acknowledgement of the Accommodation Officer
Normal Room	3 days x RM 40 = RM 120	3 days X RM 55 = RM 165
Air-Conditioned Room	3 days X RM 55 = RM 165	3 days X RM 65 = RM 195

Q: What is provided in my room?

A: All rooms are provided with:

- A wardrobe, a study desk & chair, bed, a mattress, a pillow, 1 set of bed sheets & pillow covers and stand or ceiling fan.
- Air-Conditioning unit (for air-cond rooms only); Air-cond will be turned on from 2pm – 4am only.

Q: What other services are included in my rental fee?

A: The rental rate includes:

- Water and electricity
- Wireless Internet access
- Laundry service (maximum 9kg per week)
- 24-hour security

Q: When is the check-in time?

A: Your check-in times are as follows:

- 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.

Q: What if I did not do have a booking; will I be able to stay temporary in the hostel?

A: Yes, you can. However, you need to decide within 2 working days whether you wish to continue stay in the hostel. If you continue stay, full accommodation fees and RM 1000 (deposit) will be charged. Students will be charged RM 50 administrative fee for the conversion. If you do not continue stay, the daily charges will be charged based on your stay earlier (RM 40 per day [Normal room], RM 55 per day [Air-Conditioned room]).

This application is complete only if the applicant acknowledges having read and understood the Residential Hall Rules & Regulations on page 2.

The information contained herein is correct at the time of printing and the University reserves the right to make changes, alterations and amendments without prior notice.

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PAYMENT DETAILS:		CHECK-IN DETAILS:	
BOOKING PAID:	<input type="checkbox"/> RM 1000	eHMS CUST ID:	
RENTAL CHARGED:		CHECK-IN DATE:	
RENTAL PAID:		eHMS CHECK-IN:	<input type="checkbox"/> Done
STAFF SIGN & DATE:		STAFF SIGN& DATE:	
TRANSFER DETAILS:		CHECK-OUT DETAILS:	
ROOM TRANSFERRED:		CHECK-OUT DATE:	
DATE TRANSFERRED:		eHMS CHECK-OUT:	<input type="checkbox"/> Done
eHMS TRANSFER:	<input type="checkbox"/> Done	STAFF SIGN & DATE:	
STAFF SIGN & DATE:		REMARKS:	