

STUDENT ACCOMMODATION RULES AND REGULATIONS

1. BEHAVIOUR AND DISCIPLINE

- 1.1 Students are expected to display acceptable forms of behavior, becoming of young men and young ladies, anywhere within the Student Accommodation Complex.
- 1.2 Smoking is not allowed in the student apartment unit and any other non-smoking areas.
- 1.3 Possession and consumption of alcoholic beverages is not allowed in the Student Accommodation Complex. Student who are drunk, are not allowed to enter the Student Accommodation Complex even though they are staying here, to ensure the safety and peace of other students.
- 1.4 Possession and/ or consumption of any prohibited drugs in the Student Accommodation Complex area are not allowed. Students found with these drugs will be reported to the local police.
- 1.5 Parties or other social gatherings in the Student Accommodation Complex are not permitted without the prior consent of the Accommodation Management Office.
- 1.6 Students are prohibited from climbing over the fence or wall to get in and out of the Student Accommodation Complex.
- 1.7 Students using the common facilities e.g. sauna, gymnasium, sport courts and reading rooms, swimming pool must abide strictly to all rules governing the use of these facilities.
- 1.8 Use of common facilities e.g. swimming pool, sauna, gymnasium, etc is strictly for students residing in Student Accommodation Complex only. Outsiders are strictly prohibited to use such facilities because priorities must be given to residing students. Students who invite their “outside” friends to use these facilities will be fined accordingly i.e. RM 50.00 per outside friend invited.
- 1.9 A student accommodation should be a place where student could have the best possible conditions for studying and adequate rest. As such, due consideration must be accorded to other students at all times. Noise level must be kept low to allow others the opportunity to study or sleep in comfort. Televisions, radios, hi-fi sets must be switched off or volume toned down after **10.00 p.m.** These rules are intended to ensure a conducive environment for all students.
- 1.10 Vandalism is a very serious offence. Student found guilty of committing such an offence can or will be evicted from the student accommodation. All costs to make good what has been damaged will be borne by the student within seven (7) days from date of offence made known. Failing which the student shall be evicted from the student accommodation whereby the deposit shall be forfeited to pay for the damages.

2 UPKEEP OF THE HOSTEL

- 2.1 Students are responsible for up keeping of their rooms and the common areas in the apartment unit such as the living & dining areas, kitchen and bathrooms clean and tidy at all times. Any student not complying with the upkeeping of the unit, shall be charged RM 50.00 after cleaning done by Housekeeping Team or this cost shall be equally shared among all tenants of that particular apartment unit.
- 2.2 Where applicable, house-cleaning of common areas refers to cleaning of common areas in the apartment unit on a weekly basis.
- 2.3 Street shoes are not allowed to be worn into the apartment unit.
- 2.4 Students who are renting on bed-basis, not allowed to store excess furniture in the common areas of the apartment unit. Fines of RM 50.00 per day will be imposed for failure to observe this ruling.
- 2.5 All air-conditioners, fans, lights and electrical appliances must be switched off when not in use.
- 2.6 Cooking is only allowed in the kitchen area.
- 2.7 Furniture and fittings must not be moved into other rooms or from one apartment unit to another without the consent of the Accommodation Management Office. Any missing furnitures and fittings will be charged to the students who have been allocated with these items.
- 2.8 Students must cover their bed mattress with their own bed-sheets at all times.
- 2.9 Any damage to property must be reported immediately to the Accommodation Management Office. Students will be charged for all damages except damages caused by normal wear and tear.
- 2.10 The Accommodation Management Office reserves the right to make spot checks on the apartment units and the bedrooms without having to give prior notice to the students.
- 2.11 Handymen and contractors may enter rooms as and when necessary in the course of their duty under the directive of the Accommodation Management Office. However every effort will be made to respect the privacy and dignity of the students.
- 2.12 The Accommodation Management Office reserves the right to move students to other apartment units if there is a necessity.
- 2.13 Students are strictly not allowed to nail/ glue/ stick or in any way which will cause damage to the walls of the apartment unit.

3 VISITORS

- 3.1 Visitors including students from other units are only allowed into the lounge area and not in the bedrooms. All visitors must leave the unit by 10:00 p.m.
- 3.2 All outside visitors must register at the Guard House and provide all details and documents when requested by Security before entering the Student Accommodation Complex. All visitors must leave the Complex by 10:00 p.m.
- 3.3 Visitors are not allowed to stay overnight in the units.
- 3.4 Students are not permitted to allow visitors (including students) of the opposite sex into their bedrooms at any time for whatever reason. **ANY STUDENT FOUND IN THE COMPANY OF A MEMBER OF THE OPPOSITE SEX IN ANY ROOM IN THE APARTMENT UNIT WILL BE EVICTED.**

4 RENTAL

- 4.1 All students must pay the required 2 months deposits + 6 months advance rental (non-refundable) and RM300 for utilities deposit before they move in.
- 4.2 For students who have not paid, are required to pay an amount equivalent to **USD 200** as deposit, then allowed to check-in. Full payment must be settled within 2 weeks.
- 4.3 Deposits are refundable only after completion of the agreed tenancy period and are subject to deductions for any breakages, repairs, replacements, rental and utilities arrears and others. Processing of the refund will take a month from the date of the keys returned and procedures compiled with.
- 4.4 RM 100 processing fees is charged when student requests for the change of room (subjected to availability).
- 4.5 Where applicable, rental which include water and electricity but with a cap to the subsidy provided. The cap for the air-con units is **RM 300.00 for Type A, RM 250.00 for Type B** and the non air-con unit is **RM 200.00** for each and every month. If the unit is not fully occupied, the capped amount will be lowered proportionately.
- 4.6 Students shall jointly and severally pay the difference in the utility bills whenever these bills exceed the cap amount within seven (7) days from the date of Notice from the Accommodation Management Office. If the difference remains unpaid after seven (7) days, the utilities shall be disconnected to the apartment unit or the room until the difference amount has been settled. Re-connection of utilities will be charged RM 20.00.

5 TERMINATION

- 5.1 The Accommodation Office management reserves the right to terminate student tenancy from the accommodation whereupon any remaining rental and deposit will be forfeited if:-
 - 5.1.1 The students are found to have displayed gross misconduct.
 - 5.1.2 The students do not abide by the Student Accommodation Rules and Regulations.
 - 5.1.3 Any part of the rent that is in arrears for more than seven (7) days after due date, irrespective of whether a reminder has been issued or not.
 - 5.1.4 Students who are found to engage in illegal activities.
- 5.2 The Accommodation Office Management shall not be held responsible for the belongings of the student after the tenancy is terminated.
- 5.3 Students wishing to terminate their tenancy must ensure all electricity, water and gas bills are paid, all keys and resident cards returned to Accommodation Management Office. Failure to do so may result in the forfeiture of rental deposit.
- 5.4 For students who have stayed less than 6 months the charges shall be as follows:
 - a) Airport pickup charges = RM100.00/student
 - b) Administration charges =RM100.00/student
 - c) Rental =RM50.00/student/ day(Calculated on a daily basis up to a maximum of 1 month rental)

6 SECURITY

- 6.1 Students are advised to lock all doors at all times for security reasons.
- 6.2 Keys locked in the room will be charged a service fee for opening the locked room door, of RM 10.00 per service. Replacement of lost keys is charged at RM 30.00 per replacement.
- 6.3 The Accommodation Management Office is **not responsible for any loss of private property**. You are strongly advised to lock all your valuables e.g. hand phones, portable computers, watches and money etc. at the times.
- 6.4 Students are not permitted to change rooms or sleep anywhere other than in their own bedroom without the consent of the Accommodation Management Office.
- 6.5 Any student, who finds his /her room mate (s) missing for more than 48 hours, must report to the Accommodation Management Office immediately. This is to enable the Accommodation Management Office to take immediate action if any untoward incident had taken place. Your co-operation is very much appreciated.

7 PETS

- 7.1 Pets are not allowed in the Student Accommodation Complex.

8 EMERGENCY

- 8.1 In case of emergency outside office hours, please contact (i) the Night Warden on duty (**016-252 1305**) or (ii) any of the Wardens at their units or (iii) the security Guard House. (**016-258 1306**)

9 REVISION OF RULES AND REGULATIONS

- 9.1 The Accommodation Management reserves the right to revise the Rules and Regulations from time to time and will keep the students of any changes in the form of memorandums and notices on the Notice Boards.
- 9.2 Students found breaking any rules are liable to be evicted from the Student Accommodation Complex and any remaining deposit will be forfeited.

Student’s emergency contact person (Name): _____

Relationship: _____ Telephone No.: _____
(Country Code) (Area Code) (Tel No.)

I, hereby acknowledge of having read and fully understood all the above Rules and Regulations and agree to accept and abide by them without dispute.

Student Name: _____ Signature: _____ Date: _____

Staff Name: _____ Signature: _____ Date: _____

For Office Use Only:
Accommodation Unit:

Receipt No: