

FOR OFFICE USE ONLY

 RH Block D E L

Assigned Room No.

Student's Details

Name			
Student ID No.		IC / Passport No.	
Gender	<input type="checkbox"/> Male <input type="checkbox"/> Female	Contact No.	
Nationality / Country	<input type="checkbox"/> Malaysian <input type="checkbox"/> Other :		
E-mail Address			
Religion	<input type="checkbox"/> Islam <input type="checkbox"/> Hinduism <input type="checkbox"/> Buddhism <input type="checkbox"/> Christianity <input type="checkbox"/> Other :		
Permanent Home Address			
Home Tel No			
Intake Date		Expected Check-in Date and Time	
Programme Enrolled			
English Enrichment Programme Required?	<input type="checkbox"/> Yes : Level _____ Month _____ Year _____ <input type="checkbox"/> No		

Emergency Contact Details

Name		Relationship	
E-mail		Contact No:	(H/P)
Address			(Office)

This application is complete only if the applicant acknowledges having read and understood the Residential Hall Rules & Regulations on page 3 and 4. 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.

I, _____, have read the *Residential Hall Rules and Regulations (Page 3 & 4) 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 familiarise 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 https://www.ucsiuniversity.edu.my/sites/default/files/on-campus_accommodation_handbook_v11.pdf)

Residential Hall Details			
Block D	Twin-Sharing Room (Common)	<input type="checkbox"/> D	- Taman Connaught, Cheras, Kuala Lumpur (with laundry service & common bathroom)
Block E	Single Room in Apartment	<input type="checkbox"/> E	- Taman Connaught, Cheras, Kuala Lumpur (self-laundry & en-suite bathroom)
	Single Room	<input type="checkbox"/> Type A1 <input type="checkbox"/> Type B1 <input type="checkbox"/> Type C1 <input type="checkbox"/> Type D1	- Taman Connaught, Cheras, Kuala Lumpur (self-laundry & en-suite bathroom, limited units)
	Twin-Sharing Room (Deluxe / Standard)	<input type="checkbox"/> Type A2 <input type="checkbox"/> Type B2	- Taman Connaught, Cheras, Kuala Lumpur (self-laundry & en-suite bathroom)
Block L	Twin-Sharing Room (Common)	<input type="checkbox"/> L	- Taman Taynton View, Cheras, Kuala Lumpur (self-laundry & common bathroom)
	Single Deluxe Room	<input type="checkbox"/> Type B1	- Taman Taynton View, Cheras, Kuala Lumpur (self-laundry & en-suite bathroom, for 1 pax, limited units)
	Single / Twin-Deluxe Room	<input type="checkbox"/> Type C1	- Taman Taynton View, Cheras, Kuala Lumpur (self-laundry & en-suite bathroom, for 1 or 2 pax, limited units)
	Twin-Sharing Room (Standard)	<input type="checkbox"/> Type B2	- Taman Taynton View, Cheras, Kuala Lumpur (self-laundry & en-suite bathroom)

PROGRAMME	SEMESTER TENANCY PERIOD	RENTAL PER SEMESTER PER PERSON (RM)		
		D/L	B2	E/C1
All programme unless listed below	<u>Long Semester</u>			
	Jan 2018 <input type="checkbox"/> 01 Jan'18 – 27 Apr'18	D/L : 2,410.80		E/C1 : 6,000.00
	May 2018 <input type="checkbox"/> 02 May'18 – 30 Aug'18	B2 : 3,000.00		B1 : 6,400.00
	Sept 2018 <input type="checkbox"/> 03 Sept'18 – 23 Dec'18	D1/A2 : 3,600.00		A1 : 7,200.00
	<u>Short Semester</u>			
	Mar 2018 <input type="checkbox"/> 28 Feb'18 – 26 Apr'18	D/L : 1,205.40		E/C1 : 3,000.00
Sept 2018 <input type="checkbox"/> 03 Sept'18 – 04 Nov'18	B2 : 1,500.00		B1 : 3,200.00	
Sept 2018 (SABE) <input type="checkbox"/> 25 Sept'18 – 23 Nov'18	D1/A2 : 1,800.00		A1 : 3,600.00	
Degree in Architecture / Optometry	Jan 2018 <input type="checkbox"/> 01 Jan'18 – 26 May'18	D/L : 3,013.50		E/C1 : 7,500.00
	July 2018 <input type="checkbox"/> 02 July'18 – 24 Nov'18	B2 : 3,750.00		B1 : 8,000.00
		D1/A2 : 4,500.00		A1 : 9,000.00
Nursing	Jan 2018 <input type="checkbox"/> 01 Jan'18 – 31 May'18	D/L : 3,013.50		E/C1 : 7,500.00
	July 2018 <input type="checkbox"/> 01 July'18 – 30 Nov'18	B2 : 3,750.00		B1 : 8,000.00
		D1/A2 : 4,500.00		A1 : 9,000.00
Medicine	Jan 2018 <input type="checkbox"/> 07 Jan'18 – 09 June'18	D/L : 3,013.50		E/C1 : 7,500.00
	Sept 2018 <input type="checkbox"/> 02 Sept'18 – 25 Jan'19	B2 : 3,750.00		B1 : 8,000.00
		D1/A2 : 4,500.00		A1 : 9,000.00
Pharmacy	Feb 2018 <input type="checkbox"/> 04 Feb'18 – 26 June'18	D/L : 3,013.50		E/C1 : 7,500.00
	Aug 2018 <input type="checkbox"/> 12 Aug'18 – 08 Jan'19	B2 : 3,750.00		B1 : 8,000.00
		D1/A2 : 4,500.00		A1 : 9,000.00
A-Levels	Jan 2018 <input type="checkbox"/> 03 Jan'18 – 24 June'18	D/L : 3,616.20		E/C1 : 9,000.00
	July 2018 <input type="checkbox"/> 04 July'18 – 22 Dec'18	B2 : 4,500.00		B1 : 9,600.00
		D1/A2 : 5,400.00		A1 : 10,800.00
	Apr 2018 <input type="checkbox"/> 15 Apr'18 – 14 Dec'18	D/L : 4,821.60		E/C1 : 12,000.00
		B2 : 6,000.00		B1 : 12,800.00
		D1/A2 : 7,200.00		A1 : 14,400.00
Holiday Programme	___ 2018 <input type="checkbox"/> ___ 2018 – ___ 2018	Rental by monthly basis		
		D/L : 602.70		E/C1 : 1,500.00
		B2 : 750.00		B1 : 1,600.00
		D1/A2 : 900.00		A1 : 1,800.00
Remarks				

*Tenancy dates are subject to the Academic Calendar.

On-Campus Residential Hall Rules and Regulations

1. Each application must be accompanied with a **non-refundable booking fee** of RM1,000 (Block D & Block L) or RM 2,000.00 (Block E). Payment of booking fee does not guarantee a place in the Residential Hall.
2. All bookings are entertained on a 'first-come-first-served' basis. In the event the University is unable to provide a room in the Residential Hall, the booking fee shall be refunded in full. (See important notice for International Students below).
3. All Application Forms must reach the Student Affairs & Alumni (SAA) Division of UCSI University at least 4 weeks in advance of a new semester to secure a place (subject to availability).
4. Upon successful check-in to the Residential Hall, the student is required to make the full semester rental payment before/during the check-in date, if the student failed to make the payment before check-in into the Residential Hall / arrival at UCSI University, the management reserve the right to deny the access of the student, even though the booking fee is paid.
5. Once the rental is paid, the booking fee will then be converted to a **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.
6. Room will be reserved for 7 days after the tenancy start date or expected check-in date. The University reserves the right to release the room after the said period. All payment made will not be refunded.
7. The tenancy period may change depending on the academic calendar.
8. Early check-in and late check-out are not allowed. The applicant may stay at the Le Quadri Hotel (UCSI Block E) for a temporary accommodation before or after the tenancy period.
9. All students may be allowed to stay at the University Residential Hall for a maximum of 2 consecutive semesters, subject to availability.
10. Tenancy is valid for one semester, depending on the academic programme the student is enrolled in. Students may apply for their refundable deposits at the end of their tenancy.
11. Tenancy is renewable after the first semester and is subject to availability. Priority will be given to new students.
12. Residents are allowed to leave their belongings in their hostel rooms during the semester break for not more than 7 days without charge upon the renewal of their contracts. Should the semester break exceed more than 7 days, residents who wish to leave their belongings and secure the room will need to pay accordingly to the rate.
13. If a resident decides to withdraw before the end of the semester (e.g in the middle of the semester), the remaining rental will not be refunded but the deposit is refunded.
14. Students 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.
15. Deposit will be refunded should a student decides not to renew his/her tenancy after his/her stay at the University's Residential Hall, provided that the facilities and amenities of the relevant Residential Hall unit have been kept in an acceptable condition. SAA shall be the sole discretionary body to decide what may be considered 'acceptable'.
16. 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.
17. Residents are solely responsible for the safety of their own valuables. All residents are strongly advised to lock all their valuables at all times.
18. The University 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.
19. Students are separated by gender to specific floors in the Residential Hall and the assignment of the Residential Hall rooms are at the discretion of the SAA.
20. The air-conditioner operates from 11:00am to 05:00am, for Residential Hall Block D and L1 only.
21. Students are strictly prohibited from bringing in strangers or a person of the opposite sex into their respective rooms. They are also not allowed to behave in such a manner that may embarrass or cause inconvenience to others in the Residential Hall. Friends / fellow students are allowed into the visitors' hall only.
22. No visitors are allowed within the Residential Hall.
23. For the twin-sharing room, international students will be paired with either a local or a student from same/another country.
24. Laundry service 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 / wardrobes.
25. Smoking / vaping, alcohol consumption, gambling and any illegal activity are not allowed in the Residential Hall.
26. The Residential Hall is designated as a "Halal area." Non-halal food / items are prohibited. Such items found will be confiscated and disposed by the staff with no compensation to the student(s) involved.
27. Curfew period for the Residential Hall is set at 12 midnight until 7am.
28. Students must provide their own bedsheets and use the bedsheets for the mattress at all time (bedsheet is not provided by the University).
29. Students must keep their rooms and common area clean at all times.
30. Students are not allowed to change rooms and duplicate keys without the prior approval from the Student Affairs & Alumni.
31. In the event of investigation cases, the Accommodation Officer / Warden / Security Guard shall be authorised to search & make inspection of all rooms, which shall not be limited to general search of common areas, but also specific areas, which are underlock and key (e.g. wardrobe). This may be conducted with / without the presence of the student.
32. The Accommodation Officer / Warden / Security Guard may conduct inspections of the premises to ensure all rules are observed at all times. Students must allow maintenance personnel to enter their rooms for maintenance purposes.
33. The SAA reserves the right to terminate the tenancy of those who violate any of the Rules & Regulations of the Residential Hall.
34. All rental paid shall be forfeited, and the University also reserves the right to deduct any amount owing by the student against their deposit, caution fees and other fees or impose any additional charges.
35. The University reserves the right to amend the Residential Hall Rules and Regulations without prior notification.

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.

What Do You Need To Know?

<p>Q1: When can I check-in? A1: You are allowed to check-in on the tenancy start date / check-in date or after the check-in date only. Full semester rental fee and deposit will be charged for late check-in and early check-out according to the semester tenancy.</p> <p>Q2: Can I check-in before the tenancy start date? A2: No. You may refer to the Le Quadri Hotel (UCSI Block E) should you arrived before the tenancy start date / check-in date.</p> <p>Q3: Can I check-out after the tenancy end date? A3: No. You must check-out not later than 12:00pm on the next day of the tenancy end date / check-out date. The deposit will be forfeited should you fail to perform the check-out according to the semester tenancy.</p> <p>Q4: Is there any reimbursement for late check-in or early check-out? A4: No. The rental fee is based on the semester tenancy and it is not refunded after check-in.</p> <p>Q5: What are provided in my room? A5: All rooms are equipped with: A wardrobe, a study desk and chair, a bed and a mattress. For hygiene purposes, students are to prepare own pillow, bed sheet, pillow cover, and blanket.</p>	<p>Q6: What other services are included in my rental fee? A6: The rental rate includes:</p> <ul style="list-style-type: none"> • Water and electricity • Wireless internet access • Laundry service • 24-hour security <p>Q7: When is the check-in time? A7: Your check-in times are as follows:</p> <ul style="list-style-type: none"> • Monday to Friday: 9.00am to 6.00pm; Saturday: 9.00am to 1.00pm (except on Public Holidays) • For other times (Sunday, Public Holidays or any time outside the range given above): students will have to make a request to check-in one (1) week in advance. <p>Q8: When is the check-out time? A8: Your check-out times are as follows:</p> <ul style="list-style-type: none"> • On tenancy end date / check-out date: 2.00pm – 6.00pm • The next day of check out date: 9.00am – 12.00pm <p>Q9: What if I did not make a rental booking; will I be able to stay temporarily in the residential hall? A9: No. You may refer to the Le Quadri Hotel (UCSI Block E) for a temporary accommodation.</p>
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PAYMENT DETAILS		CHECK-IN DETAILS	
Booking Fee Paid		EHMS Customer ID	
Rental Charge		Check-In Date	
Rental Paid		EHMS Check-In	<input type="checkbox"/> Done
Staff Signature & Date		Staff Signature & 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 Signature & Date	
Staff Signature & Date		Remarks	

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