

Student's Details

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|-------------------------------|---|--|-------------------|
| Name | | | Photograph |
| IC / Passport No. | | | |
| Contact No. | | | |
| Gender | <input type="checkbox"/> Male | <input type="checkbox"/> Female | |
| Nationality | | | |
| E-mail Address | | | |
| Religion | <input type="checkbox"/> Islam <input type="checkbox"/> Christianity <input type="checkbox"/> Buddhism <input type="checkbox"/> Hinduism <input type="checkbox"/> Other : | | |
| Permanent Home Address | | | |
| Home Tel No | | | |
| Intake | | Expected Check-in Date and Time | |
| Programme Enrolled | | | |

Parents/Guardian/Emergency Contact Details

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

Off Campus Accommodation Details

| ROOM TYPE | WINDOW | DEPOSIT | MONTHLY RENTAL PER PAX | TICK (✓) |
|------------------------|--------|----------------|-------------------------------|----------|
| Standard Single Room A | N | RM 1000 | RM 600 | |
| Standard Single Room B | Y | | RM 650 | |
| Deluxe Single Room | N | | RM 650 | |
| Twin Sharing Room | Y | | RM 550 | |
| | | | RM 950 for single stay | |

*Tenancy dates are subject to change based on the Academic Calendar.

UCSI University Off Campus Accommodation Rules and Regulations

1. Each application must be accompanied with a **refundable deposit of RM1000**. Payment of deposit does not guarantee a place in the UCSI University off Campus Accommodation.
2. All bookings are on a 'first-come, first-served' basis. In the event that the University is unable to provide a room, the booking fee shall be refunded in full.
3. All Application Forms must reach the Student Affairs & Alumni (SAA) Office at least 4 weeks in advance before the expected check-in date.
4. Upon successful check-in to the UCSI University Off Campus Accommodation, the student is required to **make the full semester rental payment before/during the check-in date**. If the student fails to make the payment before check-in into the UCSI University Off Campus Accommodation / arrival at UCSI University, the management reserves the right to deny access to the booked unit, even though the booking fee is paid.

All fees are payable in Ringgit Malaysia. Payment by cheque, direct bank-in or electronic transfer is to be made to the following account:

Account Name: **UCSI Education Sdn. Bhd.**
Account Number: **8005 0884 17**
Bank Name: **CIMB Bank Berhad**
Bank Address: Twin Towers, No, 2692, Lot 25 & 26, Block 10, KLCD, 3rd Mile Road Road,
93250 Kuching,
Sarawak, Malaysia
Swift Code: CIBBMYKL

5. 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.
9. All students must stay at the University UCSI University off Campus Accommodation for **a minimum of 2 consecutive semesters**. However, any extension is subject to room availability and approval of Student Affairs & Alumni.
10. Tenancy is valid for two semesters, depending on the academic programme the student is enrolled in. Students may apply for their refundable deposits at the end of their tenancy.
11. **Deposit will be forfeited if students did not fulfil the two semesters stay.**
12. Residents who wish to leave their belongings and secure the room will need to pay rental accordingly.
13. Students expelled from the UCSI University off Campus Accommodation for violation of UCSI University Off Campus Accommodation Rules and Regulations shall not be entitled to the remainder of their rental paid in advance nor their deposit.
14. Deposit will be refunded should a student decides not to renew his/her tenancy after his/her stay at the University's UCSI University Off Campus Accommodation, provided that the facilities and amenities of the relevant UCSI University Off Campus Accommodation unit have been kept in an acceptable condition. SAA shall be the sole discretionary body to decide what may be considered 'acceptable'.
15. 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.
16. The rental is exclusive of water bill and electricity bill. These utility charges will be charged to the student based on individual usage monthly.
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 unit in the UCSI University Off Campus Accommodation and the assignment of the UCSI University Off Campus Accommodation rooms are at the discretion of the SAA.
20. Students are strictly prohibited from bringing in strangers or a person of the opposite sex into their respective unit. They are also not allowed to behave in such a manner that may embarrass or cause inconvenience to others in the UCSI University Off Campus Accommodation.
21. **Smoking / vaping, alcohol consumption, gambling and any illegal activity are not allowed** in the UCSI University Off Campus Accommodation.
22. Students must prepare their own pillow, pillow case, blanket and bedsheet.
23. Students must keep their rooms and common area clean at all times.
24. Students are not allowed to change rooms and duplicate keys without the prior approval from the Student Affairs & Alumni.
25. In the event of investigation cases, the Accommodation Officer / Warden / Security Guard shall be authorised to search & conduct inspection of all rooms, which shall not be limited to general search of common areas, but also specific areas, which are under lock and key (e.g. wardrobe). This may be conducted with / without the presence of the student.
26. 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.
27. The SAA reserves the right to terminate the tenancy of those who violate any of the Rules & Regulations of the UCSI University off Campus Accommodation. 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.
28. The University reserves the right to amend the UCSI University off Campus Accommodation Rules and Regulations without prior notification.

What Do You Need To Know?

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| <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 not early check-in and late check-out according to the semester tenancy.</p> <p>Q2: Can I check-in anytime? A2: No. You may only check in during office hours of weekdays.</p> <p>Q3: When is the check-in time? A3: Your check-in times are as follows: <ul style="list-style-type: none"> • Monday to Friday: 9.00am to 5.00pm; </p> <p>Q4: Can I check-out after the tenancy end date? A4: 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>Q5: When is the check-out time? A5: Your check-out times are as follows: <ul style="list-style-type: none"> • On tenancy end date / check-out date: 9.00am – 5:00pm </p> | <p>Q6: Is there any reimbursement for late check-in or early check-out? A6: No. The rental fee is based on the semester tenancy and it is not refunded after check-in.</p> <p>Q7: What are the amenities provided in my room? A7: All rooms are equipped with: Air conditioner, 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>Q8: What other services are included in my rental fee? A8: The rental rate includes 24 hours Wi-Fi and security access system.</p> <p>Q9: What facilities are included in the Service Hub? A9: Washers (own detergent), dryers, induction cookers, TV, dining area, water dispenser, microwave ovens.</p> <p>Q10: How should I make payment? A10: Cash deposit at CIMB ATM/Branch or Online Transfer</p> <p>8005 0884 17 (UCSI EDUCATION SDN BHD). After payment, please email a copy of the transaction slip/receipt to SAA-SC@ucsiuniversity.edu.my, with your name and student ID.</p> |
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This application is complete only if the applicant acknowledges having read and understood the UCSI University Off Campus Accommodation 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.

I have read the *UCSI University Off Campus Accommodation Rules and Regulations and agree to abide by all the stipulated rules and regulations of the University's UCSI University Off Campus Accommodation.

Signature: _____

Date: _____

Name: _____

** This is not a comprehensive listing of all the Rules and Regulations for the UCSI University Off Campus Accommodation. Please be sure to familiarise yourself with the full set of Rules and Regulations of the UCSI University Off Campus Accommodation. The University reserves the right to impose new rules and/or amend existing rules in connection with the UCSI University Off Campus Accommodation from time to time, and such additions and amendments shall be duly notified to students accordingly.*

| FOR OFFICE USE ONLY | | | |
|------------------------|--|------------------------|-------------------------------|
| PAYMENT DETAILS | | CHECK-IN DETAILS | |
| Deposit Paid | | Customer ID | |
| Rental Charges | | Check-In Date | |
| Rental Paid | | Check-In | <input type="checkbox"/> Done |
| Staff Signature & Date | | Staff Signature & Date | |
| Remarks: | | | |