

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			

Emergency Contact Details

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

UCSI University Off Campus Accommodation Details

ROOM TYPE	WASHROOM	BOOKING FEE PER PAX	MONTHLY RENTAL PER PAX	TICK (✓)
Standard Single Room (No Window)	COMMON	RM 1000	RM 600	
Standard Single Room			RM 700	
Deluxe Single Room			RM 700	
Deluxe Premium Single Room			RM 750	
Master Single Room	ATTACHED		RM 1,000	
Master Twin Room			RM 600	

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

On-Campus UCSI University Off Campus Accommodation Rules and Regulations

1. Each application must be accompanied with a **non-refundable booking fee**. Payment of booking fee does not guarantee a place in the UCSI University Off Campus Accommodation.
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 UCSI University Off Campus Accommodation, 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 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 failed to make the payment before check-in into the UCSI University Off Campus Accommodation / 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.
9. All students may be allowed to stay at the University UCSI University Off Campus Accommodation for a maximum of 2 consecutive semesters, any extension is subject to room availability and approval of Student Affairs & Alumni.
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 who wish to leave their belongings and secure the room will need to pay rental accordingly.
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 will be refunded.
14. 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.
15. 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'.
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 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 rooms. 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. Friends / fellow students are allowed to stay overnight in the unit and the activity is subject to common area of the unit only.
21. For the twin-sharing room, international students will be paired with either a local or a student from same/another country.
22. Smoking / vaping, alcohol consumption, gambling and any illegal activity are not allowed in the UCSI University Off Campus Accommodation.
23. Students must provide their own bedsheet and use the bedsheet for the mattress at all time (bedsheet is not provided by the University).
24. Students must keep their rooms and common area clean at all times.
25. Students are not allowed to change rooms and duplicate keys without the prior approval from the Student Affairs & Alumni.
26. 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 under lock and key (e.g. wardrobe). This may be conducted with / without the presence of the student.
27. 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.
28. 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.
29. 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.
30. 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?

<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 hotel around Port Dickson/Lukut/Seremban area 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 wireless internet access</p> <p>Q7: When is the check-in time? A7: Your check-in times are as follows: • Monday to Friday: 10.00am to 5.00pm;</p> <p>Q8: When is the check-out time? A8: Your check-out times are as follows: • On tenancy end date / check-out date: 2.00pm – 6.00pm • The next day of check out date: 9.00am – 12.00pm</p> <p>Q9: What if I did not make a rental booking; will I be able to stay temporarily in the UCSI University Off Campus Accommodation? A9: No. You may refer to the hotel around Port Dickson/Lukut/Seremban area for a temporary accommodation.</p> <p>Q10: How should I make payment? A10: Cash deposit at CIMB ATM/Branch or Online Transfer– 86-0213894-3 (UCSI EDUCATION SDN BHD). After payment, please email copy of transaction slip/receipt to shsaa@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 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 *UCSI University Off Campus Accommodation Rules and Regulations and agreed to abide by all the stipulated rules and regulations of the University's UCSI University Off Campus Accommodation.

Signature: _____ **Date:** _____

* 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 most current UCSI University Off Campus Accommodation Rules & Regulations, please visit:)

FOR OFFICE USE ONLY			
PAYMENT DETAILS		CHECK-IN DETAILS	
Booking Fee Paid		Customer ID	
Rental Charge		Check-In Date	
Rental Paid		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
Transfer	<input type="checkbox"/> Done	Staff Signature & Date	
Staff Signature & Date		Remarks	