

Off-Campus Accommodation Office

(Managed by: UCSI Peterson Properties Sdn. Bhd.)
UCSI Group Showroom | UCSI University
Level 1, Block A, Jalan Menara Gading 1, UCSI Heights, Taman Connaught
56000 Cheras, Kuala Lumpur, West Malaysia

Appendix B

OFF-CAMPUS ACCOMMODATION: RULES AND REGULATIONS (November 2022 Version 2, R&R)

1. ROOM ASSIGNMENTS & RESHUFFLING/RELOCATION

- 1.1 The allotment of beds/rooms/house units to the residents will be at the discretion of the Management.
- 1.2 Residents are not allowed to change beds/rooms/house units without the prior approval of the Management.
- 1.3 Residents may apply for relocation of beds/rooms/house units to the Management with valid reasons and proper procedures when necessary. Approvals for relocation will be subjected to the discretion of the Management.
- 1.4 The Management reserves the rights to reshuffle/relocate students into different beds/rooms/house units if there is a necessity.
- 1.5 Residents found breaking the above rules will be issued warning letters and if the second warning is ignored, the Management will enforce the appropriate action.

2. BEHAVIOUR & DISCIPLINE

- 2.1 Residents are expected to display well-mannered behaviour, becoming of young men and young ladies, which is acceptable and conforms to the Malaysian custom anywhere within the Accommodation, its compounds and the University or College Campuses.
- 2.2 Residents, as students of UCSI, are expected to carry themselves in a respectable manner. Unbecoming conduct that may embarrass UCSI or cause inconvenience to other residents, students or the Management staff will not be tolerated.
- 2.3 Smoking, possession and/or consumption of alcoholic drinks, any prohibited drugs and gambling are prohibited in the Accommodation, its compounds and the University or College Campuses. Any other activities deemed illegal in the eyes of the law are also prohibited in the Off-Campus Accommodation and Campus area.
- 2.4 Viewing, possession and/or dissemination of pornographic materials (hard or soft copies) in the Off-Campus Accommodation, its compounds and the University or College Campuses are strictly prohibited.
- 2.5 Possession of weapons or any items considered dangerous which can be used to cause injuries or bodily harm is not allowed in the Off-Campus Accommodation, its compounds and the University or College Campuses.
- 2.6 All contraband material found in the Off-Campus Accommodation may be confiscated permanently at the discretion of the Management.
- 2.7 Vandalism is a serious offence. Residents found guilty of committing such an offence can or will be evicted from the Off-Campus Accommodation or barred from continuing his/her studies in the institution. The cost of making good any item vandalized will be charged accordingly to the resident.
- 2.8 Removal of furniture and large personal items (mattresses, sofa sets, televisions, desktop computers etc.) are strictly prohibited after checkout hours unless prior written consent is given.
- 2.9 Residents are not to make excessive noise or disturbance in the Off-Campus Accommodation. Music must be kept to a reasonable level at all times of the day. Careful consideration of other residents must be taken into account at all times.

- 2.10 Residents are not allowed to carry out any kind of business in the Off-Campus Accommodation, its compounds and University or College Campuses.
- 2.11 Parties or other social gatherings in the Off-Campus Accommodation, its compounds and University or College Campuses are not permitted without the prior consent and approval of the Management.
- 2.12 Residents found breaking the above rules will be issued warning letters and if the second warning is ignored, the Management will enforce the appropriate action.

3. UPKEEP OF THE ACCOMMODATION

- 3.1 Residents are responsible for keeping their rooms and the common areas in the Off-Campus Accommodation and its compounds, such as the living hall, kitchen and bathrooms/toilets clean and tidy at all times. They must also practice the proper handling of all furniture and fittings and equipment provided for them. For hygiene purpose, no pets are allowed and please do not wear shoes on the premise.
- 3.2 All air-conditioners, ceiling/stands fans, lightings, cooker stoves, water heaters and all other electrical appliances must be switched off when not in use. All residents are responsible for proper and safe usage of these appliances. Any faulty appliances and/or equipment must be reported to the management by email (or by telephone in cases of emergency) as soon as discovered. Usage of such appliances is to be discontinued immediately.
- 3.3 Any student leaving temporarily for more than two days is required to dispose of their perishable food and rubbish. A penalty of RM100.00 will be imposed for cleaning charges.
- 3.4 The students are responsible to pay their respective water and electricity usage charges based on the private meter.
- 3.5 All furniture and properties allocated for the use of the particular Off-Campus Accommodation room/house unit cannot be relocated into other Off-Campus accommodation rooms/house units without the prior written consent of the Management. A penalty of RM100.00/day will be imposed for failure to comply.
- 3.6 Any damage to the Off-Campus Accommodation's property must be reported immediately to the Accommodation Officer/Warden/Management by sending an email to feedback@ucsipeterson.com. Residents will be charged for all negligent damages except for damages caused by normal wear and tear or old damages before the residents' check-in.
- 3.7 The Off-Campus Accommodation's items/properties that are damaged intentionally or due to negligence of the residents will be subjected to reimbursements/replacement costs by the residents. See Section 9.
- 3.8 Residents should not personalize their rooms by placing markings/stickers of any kind or with their names. Hammering nails into walls and using double-sided tapes for posters is prohibited. Any actions applied which may in one way or other cause damage to the features or appearance of the rooms/house units of the Off-Campus Accommodation is forbidden. The resident will be charged for repainting and repair of all damages.
- 3.9 At no time shall residents install their own padlocks or other additional locks to the house/room doors.
- 3.10 Residents are not allowed to duplicate any of the keys assigned to them. If found, disciplinary actions will be undertaken accordingly. The Management will not hesitate to evict any resident from the premises if he/she is found guilty of this violation.
- 3.11 For security reasons, residents and their roommates should report to the management immediately if they have lost their keys. To replace the key, residents will be charged a nominal fee according to Section 9. If any unauthorised key is jammed inside or has caused damage to the door lock (including the padlock), residents will be charged for the replacement of the key, door lock and padlock. If no one claims responsibility, the cost of replacement shall be borne equally by all residents in the Off-Campus Accommodation unit.
- 3.12 The Off-Campus Accommodation is designated as a "halal area." Non-halal food/items are prohibited. Such items found will be confiscated and disposed of by the Accommodation Officer/Warden/Management with no compensation to the resident(s) involved.

- 3.13 The Management/Warden (or duly authorized staff) may conduct a periodic inspection of the rooms/Off-Campus Accommodation to ensure all rules are observed. These inspections are not limited to office hours. From time to time, an inspection of rooms may be conducted after office hours without prior notification to the residents.
- 3.14 In the event of investigation cases, the Management/Warden shall be authorized to search and inspect all rooms in the Off-Campus Accommodation, which shall not be limited to a general search of common areas, but also specific areas, which is locked or keyed (e.g. wardrobe). This will be conducted in the presence of the resident.
- 3.15 Residents must allow the Management's maintenance personnel/handyman/contractor to enter their rooms for maintenance purposes and when necessary in the course of their duty at the discretion of the Management Officer. Residents have the right to request proof of permission granted by the Management office to the maintenance staff. However, every effort will be made to respect the privacy and dignity of the residents.
- 3.16 All complaints on maintenance/repair should be directed to the Management via email to feedback@ucsipeterson.com for efficient action.
- 3.17 All Off-Campus Accommodations are not allowed to be sublet to others.
- 3.18 For the well-being of all, residents should adhere to the Rules and Regulations at all times when it pertains to residential life. Refusal to comply is a serious violation and strict disciplinary action will be meted out concerning such student behaviour.
- 3.19 Residents found breaking the above rules will be issued warning letters and if the second warning is ignored, the Management will enforce the appropriate action.

4. SECURITY & SAFETY

- 4.1 All residents are required to apply for the Resident Pass from the Management Office.
- 4.2 All Resident Passes must be returned to the Angkasa Condominium Management Office during check out.
- 4.3 All residents are required to carry their Resident Pass at all times in the Off-Campus Accommodation.
- 4.4 Residents are required to show their Resident Pass to the Angkasa Condominium Security when they are entering the Off-Campus Accommodation, Angkasa Condominium.
- 4.5 All residents are responsible to inform their roommates or the Management (via email to feedback@ucsipeterson.com if they are going to be away from the Off-Campus Accommodation for the next three (3) days or more.
- 4.6 All residents are responsible to ensure that the house door, room doors, windows and wardrobes of their room and Off-Campus Accommodation unit are locked at all times and when residents are not in the house for the protection of their private property.
- 4.7 Residents are solely responsible for the safety of their own valuables (e.g. hand-phones, computers, watches, jewellery and money). All residents are strongly advised to secure and lock all their valuables at all times, and to deposit their excess money and valuables in the bank.
- 4.8 The Management 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.
- 4.9 Residents found breaking the above rules will be issued warning letters and if the second warning is ignored, the Management will enforce the appropriate action.

5. CURFEW HOURS

- 5.1 The curfew period for the Off-Campus Accommodation is set at 12:00 AM (midnight) to 7:00 AM.
- 5.2 All residents must return to the Off-Campus Accommodation no later than 12:00 midnight daily.
- 5.3 All residents are to be in their respective rooms by 12:00 midnight daily.
- 5.4 Any residents that returned later than 12:00 midnight will be recorded and noted for further disciplinary actions.

- 5.5 Any resident, who finds his/her roommate or housemate missing for more than 24 hours, must report to the Management unless the resident concerned has made verbal indications of his/her intended absence. This is to enable the Management to take immediate action should any unforeseen incident occurs.
- 5.6 Residents found breaking the above rules will be issued warning letters and if the second warning is ignored, the Management will enforce the appropriate action.

6. VISITORS

- 6.1 No visitors are allowed in the Accommodation after 11:00PM daily.
- 6.2 Visitors, including non-resident friends, fellow students, family members and relatives are only allowed in the living hall area of the Off-Campus Accommodation. This is to prevent any loss of personal property or unwanted incidents.
- 6.3 Visitors, including non-resident friends, fellow students, family members and relatives are not allowed to stay overnight in the Off-Campus Accommodation.
- 6.4 Visitors, including non-resident friends, fellow students, family members and relatives are not allowed in the Off-Campus Accommodation rooms/units that are designated for members of the opposite gender.
- 6.5 All residents are strictly prohibited from bringing in strangers and/or persons of the opposite gender or the same gender into their respective rooms/units at any time for any reason.
- 6.6 Residents found breaking the above rules will be issued warning letters and if the second warning is ignored, the Management will enforce the appropriate action.

7. AMENITIES & UTILITIES PROVIDED

7.1 Living Hall

- 7.1.1 All Off-Campus Accommodation units are provided with a sofa set and a dining table set complete with chairs in the living hall.

7.2 Kitchen

- 7.2.1 All Off-Campus Accommodation units are provided with a refrigerator, kitchen cabinet and electric kettle.

7.3 Bathrooms/Toilets

- 7.3.1 All Off-Campus Accommodation units are provided with a water heater in all bathrooms/toilets.

7.4 Rooms

- 7.4.1 All Off-Campus Accommodation units are provided with a bed and mattress, a study desk and chair, an air-conditioner (in the case of an air-conditioned unit) and/or ceiling/stand fan (shared with roommates) and a wardrobe/cupboard for each resident in the bedroom.

7.5 Utilities

- 7.5.1 The unit's residents must report to the management via email in the case that a particular resident of the unit is abusing the electricity/water usage. Electrical appliances such as air-conditioners, refrigerators, washing machines or dryers which are not provided by the Management are strictly prohibited.

8. ASTRO AND TELEPHONE LINE & INTERNET SERVICE INSTALLATION

8.1 Astro Installation

- 8.1.1 Residents are not allowed to install Astro at their Off-Campus Accommodation unit without prior approval from the Management.

8.2 Telephone Line & Internet Services

- 8.2.1 Residents are allowed to apply for telephone line and internet services, all at their own cost and responsibility. However, it is the responsibility of the residents to inform the management of the above installations via email to feedback@ucsipeterson.com.

9. PENALTY CHARGES & REPLACEMENT COSTS

9.1 All residents are to adhere to the following list of penalty charges if they commit the following offences:

NO	OFFENCE	PENALTY CHARGE (RM)
1	Locked out of the room/house unit (first offence is waived)	5.00
2	Loss or damage of room key	10.00
3	Loss or damage of house key	10.00
4	Loss or damage of resident pass	10.00
5	Installation of Astro (without prior permission)	250.00

9.2 All residents are to adhere to the following list of replacement costs if they cause the following damages:

NO	DAMAGE	REPLACEMENT COST (RM)
1	Door (room door, laundry door, bathroom door)	250.00
2	Padlock	150.00 per padlock
3	Grill door and window grills (repair or replacement)	500.00
4	Ceiling fan / Standing fan	300.00
5	Refrigerator	1000.00
6	Sofa set	1200.00
7	Dining table	600.00
8	Study desk / Writing table	150.00
9	Study chairs	120.00 per chair
10	Air-conditioner unit	2000.00
11	Water-heater (share with housemates)	800.00
12	Walls - Repainting (hammering on walls, nailing on walls, irremovable stains and markings)	300.00 per wall
13	Windows (Glass plane etc.)	500.00
14	Door (main door) per unit	1000.00
15	Door lock (main door/room door) per unit	150.00
16	One set of bed with mattress	580.00
17	Dining chairs	150.00 per chair
18	One wardrobe or cupboard	500.00
19	One kitchen cabinet	500.00
20	One PETERSON PROPERTIES sticker on the main door	50.00
21	One set of dining table	1000.00
22	One stove	300.00
23	One dustbin	20.00
24	One microwave	400.00
25	One kettle	120.00
26	One washing machine (share with housemates)	1000.00
27	One set of curtain	150.00

28	One stainless steel retractable clothes hanger	350.00
29	Light fittings	150.00

- 9.3 Should any resident(s) deny responsibility for any penalty or damages to the furniture, fittings and electrical appliances in the Off-Campus Accommodation unit, all residents in the unit will have to bear the costs of penalty or replacement costs equally.

10. REVISION OF RULES AND REGULATIONS

- 10.1 The Management reserves the right to impose new rules and/or amend existing rules in connection with the rules and regulations governing the Off-Campus Accommodation from time to time, and such additions, omissions and amendments shall be posted on the Off-Campus Accommodation website. It is the responsibility of the residents to update themselves.
- 10.2 A resident residing at the Off-Campus Accommodation under the purview of UCSI is governed by the rules and regulations herein mentioned.
- 10.3 Any resident found breaking one or more of the above Rules and Regulations is liable to be evicted from the Off-Campus Accommodation within 24 hours and/or face disciplinary action.

***The information contained herein is correct at the time of printing and the Management reserves the right to make any amendments without prior notice.*