

TYPE OF APPLICATION: (Please tick ONE only.)

New Returning English Enrichment Programme

FOR OFFICE USE ONLY:

Room No: _____

APPLICANT'S DETAILS:

*Name:			
*Student No:			
*IC/Passport No:		*D.O.B:	day / month / year
*Contact No:			
*E-mail Address:			
*Gender/Sex:	<input type="checkbox"/> Male <input type="checkbox"/> Female	*Marital Status:	<input type="checkbox"/> Single <input type="checkbox"/> Married
*Nationality/ Country:	<input type="checkbox"/> Malaysian <input type="checkbox"/> Others, please state: _____		
*Religion:	<input type="checkbox"/> Muslim <input type="checkbox"/> Buddhist <input type="checkbox"/> Hindu <input type="checkbox"/> Christian <input type="checkbox"/> Others, please state: _____		
Home Address:			House Tel: _____
*Expected Check-in Date:			

ACCOMMODATION OPTION (please tick ONE):

PAYMENT DETAILS:

Terengganu Campus	Room	Booking Fee:	RM
	<input type="checkbox"/> Twin Sharing Room (Air conditional)	Receipt No:	
	<input type="checkbox"/> Twin Sharing Room (Non Air conditional)	Rental Charged:	RM
	<input type="checkbox"/> Single Room (Air conditional)	Receipt No:	
	<input type="checkbox"/> Single Room (Non Air conditional)	Finance Staff Sign & Date:	

SEMESTER TENANCY PERIOD & RENTAL RATES: (Please tick ONE only)

Intake	Semester Tenancy	Hostel Fee			
		Twin Sharing		Single	
		AC	NAC	AC	NAC
General Intake	<input type="checkbox"/> January Intake	1200	1000	2320	1800
General Intake	<input type="checkbox"/> May Intake				
General Intake (short Semester)	<input type="checkbox"/> September Intake	1200	1000	2320	1800
	<input type="checkbox"/> September Intake	600	500	1160	900
(Medical Program)	<input type="checkbox"/> January Intake	1200	1000	2320	1800
	<input type="checkbox"/> May Intake				
	<input type="checkbox"/> September Intake				
English Enrichment Program (EEP)	<input type="checkbox"/> _____ 20 _____ 20	300	250	580	450

RESIDENTIAL HALL RULES AND REGULATIONS (Summary)

1. Tenancy is valid for one semester and *depending on the academic program the student is enrolled in*. Students may apply for their refundable deposits at the end of their tenancy.
2. All Application Forms must reach the Residential Hall Office of UCSI at least 3-4 weeks in advance of a new semester to secure a place (*subject to availability*).
3. When applying, each application must be accompanied with a **non-refundable booking fee of RM 500.00**. Payment of booking fee does not guarantee a place in the Residential Hall. All bookings are entertained on a 'first-come-first-serve' basis." In the event the University is unable to provide a room in the Residential Hall, the booking fee shall be refunded in full.
4. The **full payment of the semester's rental must be made** upon check-in into the Residential Hall/arrival at UCSI. Once the rental is paid, the booking fee will then be converted to 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.
5. All students will be allowed to stay at the University Residential Hall for a **maximum of 2 consecutive semesters (depending on occupancy rate)**.
6. If a resident decides to withdraw before the end of semester, **only the remaining rental will be refunded**. The deposit of RM 500.00 will be forfeited.
7. Student 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.
8. Deposits will be refunded should a student decided not to renew his/her tenancy after his/her stay at the University's Residential Hall (except for clauses 6 & 7 above), provided that the facilities and amenities of the relevant Residential Hall unit have been kept in an acceptable condition. The Student Residence and Housing Committee shall be the sole discretionary body to decide what may be considered 'acceptable.'
9. 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.
10. Tenancy is renewable after the first semester and is subject to availability. Priority will be given to new students.
11. For any additional stay, the charges are based on the published rate. No family members, relatives or friends are allowed to stay overnight at the Residential Hall.
12. Students are separated by gender to specific floors/house units in the Residential Hall.
13. Rooms are on a twin-sharing basis and international students will be paired with a local student (On Campus Accommodation).
14. The assignment of room is at the discretion of the SRHC (guided by the set policies and procedures).
15. Students are not allowed to wash their own clothes in the shower rooms or to hang wet clothes in the washroom / in their bedrooms/wardrobe (On Campus Accommodation).
16. Students are strictly prohibited from bringing in strangers or a person of the opposite sex into their respective room. They are also not allowed to behave in such manner that may embarrass or cause inconvenience to others in the Residential Hall. Friends/ fellow students are allowed into the visitors' hall only.
17. Smoking, alcoholic drinks and gambling are not allowed in the Residential Hall.
18. No visitors are allowed after 11.00pm.
19. Curfew period for the Residential Hall is set at 12 midnight until 7 AM. All students are expected to be in the Residential Hall during curfew hours and are expected to be in their respective rooms by 3 AM.
20. Students must keep their rooms and common area clean at all times.
21. Students are not allowed to change room and duplicate keys without the prior approval from the Student Affairs and Alumni.
22. In the event of investigation cases, the warden/RH staff/Security shall be authorized to search & make inspection of rooms, which shall not be limited to general search of common areas, but also specific areas, which is locked or keyed. (E.g. wardrobe). This may be conducted with/ without the presence of the student.
23. Students are not allowed to change the room settings.
24. The furniture in the common area of the Residential Hall is not to be moved into any rooms without the consent of the Student Affairs and Alumni.
25. The Accommodation Officer / Warden / security guard may conduct inspections of the premises to ensure all rules are observed at anytime. Students must allow maintenance personnel to enter their rooms for maintenance purposes.
26. The University's SRHC reserves the right to terminate the tenancy of those who violate any of the Rules & Regulations of the Residential Hall. All rental paid shall be forfeited, and the University also reserve the right to deduct any amount owing by the student against their deposit, caution fees and other fees or impose any additional charges.

DETAILS OF PAYMENTS:

Application must be accompanied with a **non-refundable booking fee of RM 500.00**. The full payment of a semester's rental must be made upon check-in into the Residential Hall/arrival at UCSI. Once the rental is paid, the booking fee will then be converted to refundable deposit. Students are allowed to check in to the room unit **ONE DAY before** the commencement of the semester's orientation or on the tenancy start date.

- Note:**
- i) *Payment of booking fee does not guarantee a place in the Residential Hall. All bookings are entertained on a 'first-come-first-serve' basis." In the event the University is unable to provide a room in the Residential Hall, the booking fee shall be refunded in full.*
 - ii) *Should the student check-in into the Residential Hall after the commencement of the semester's orientation, the student is still required to pay for the full semester's rental as the room has been reserved for the period being.*

I, _____, have read the above* Residential Hall Rules and Regulations 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 familiarize yourself with the full set of Rules and Regulations of the Residential Hall.

ACCOMMODATION APPLICATION FORM (TERENGGANU CAMPUS)

*** 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 www.ucsiuniversity.edu.my and look under admission.)*

NOTES:

1. Students are allowed to check in on the start date of the tenancy period as illustrated above.
2. If students check in before the start date of the tenancy period, he/she will have to pay extra charges based on the pro-rate per extra day earlier.
3. If students check out later than the tenancy end date (provided he/she decided not to renew for the next semester), he/she will have to pay extra extension charges (with acknowledgement of the Accommodation Officer regarding the extension) or overstay charges (without acknowledgement of the Accommodation Officer).
4. All rooms are provided with a wardrobe, a study desk & chair, bed, a mattress, a pillow and ceiling fan.
5. The rental rate includes water, electricity and wireless Internet access.
6. Application form must reach the Accommodation Officer at least 2 weeks in advance of a new semester.
7. Room will be reserved for 14 days after the date of payment. The University reserves the right to release the room after the said period. All payment made will not be refunded.
8. Check-In Time: Sunday to Thursday: 9 AM to 6 PM (except on Public Holidays)
9. For other times (Friday, Saturday, Public Holidays or any time outside the range given above): students will have to make a request to check-in 1 week in advance).
10. This application is complete only if the applicant acknowledges having read and understood the Residential Hall 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.

IN CASE OF EMERGENCY, PLEASE CONTACT:			
Name:		Relationship:	
E-mail:			<i>(H/p)</i>
Address:		Contact No:	<i>(Office)</i>
			<i>(Home)</i>