

**CHECK-OUT**

<b>NAME</b>			
<b>STUDENT ID NO</b>			
<b>CONTACT NO</b>			
<b>RESIDENTIAL HALL</b>	<b>KL CAMPUS</b> <input type="checkbox"/> Block D <input type="checkbox"/> Block E	<b>ROOM NO</b>	L / R

I, the undersigned, hereby acknowledge checking out my room from the Residential Hall. I also acknowledge the return of the following items and verify that they are in good working condition.  
Shall I violate any rules and regulations, the University reserves the right to forfeit my refundable deposit.

NO	ITEM(S)	CHECK
1	One Room Key (Room Number: _____ L / R)	<input type="checkbox"/>
2	One set of Drawer and/or Wardrobe Keys	<input type="checkbox"/>
3	One Wardrobe	<input type="checkbox"/>
4	One Bed & Mattress	<input type="checkbox"/>
5	One Study Desk & Chair	<input type="checkbox"/>
6	One Wastebasket / Sanitary Bin (Shared)	<input type="checkbox"/>
7	RH Temporary Card (if applicable) (Serial #: _____ )	<input type="checkbox"/>
8	One AC Remote (if applicable) (Serial #: _____ )	<input type="checkbox"/>
9		<input type="checkbox"/>
Comment / Remark		

\_\_\_\_\_ Name

\_\_\_\_\_ Signature

\_\_\_\_\_ Date & Time

**For Office Use Only:**

CHECK-OUT ACKNOWLEDGEMENT		
Staff / RA / FL:	Items returned in good working condition	<input type="checkbox"/> Yes <input type="checkbox"/> No
Date & Time:	Room is clean	<input type="checkbox"/> Yes <input type="checkbox"/> No
Comment / Remark:		

**Acknowledgement Slip: (For Resident's Future Reference)**

CHECK-OUT ACKNOWLEDGEMENT	
Staff / RA / FL:	<b>Notes:</b> <ul style="list-style-type: none"> <li>Refund process will take up to two months from the date of the Refund Notice submitted to the finance office.</li> <li>The University reserves the right to forfeit the refundable deposit shall the resident violates any on-campus accommodation rules or regulations (notification email will be sent out for any violation).</li> <li>For enquiry, please contact the Head of Alumni &amp; Support Services Department, Student Affairs &amp; Alumni, Level 9, Block G, UCSI University (Kuala Lumpur Campus) at 603-9101 8880 ext 2081.</li> </ul>
Date:	



**RESIDENTIAL HALL  
CHECK-OUT FORM & REFUND NOTICE**

FORM/SAA-ASSD-03/03 - Updated: 09-01-2019 Rev 04  
Tel: 603-91018880 / Fax: 603-91023606 / Email: rhall@ucsiuniversity.edu.my

**REFUND NOTICE**

I, the undersigned, hereby acknowledge the refund of on-campus accommodation deposit is subjected to the conditions of the room and items that will be verified by the Accommodation Officer.

<b>NAME</b>		<b>RESIDENTIAL HALL</b>	<input type="checkbox"/> Block D <input type="checkbox"/> Block L <input type="checkbox"/> Block E
<b>STUDENT ID NO</b>		<b>ROOM NO</b>	
<b>CONTACT NO</b>		<b>SIGNATURE</b>	
<b>E-MAIL ADDRESS</b>		<b>DATE</b>	
<b>PROGRAMME</b>			
<b>MAILING ADDRESS</b> (For cheque by normal post only)			
<b>METHODS OF REFUND</b>			
*Refund process will take up to two months from the date of this Refund Notice submitted to the finance office.			
<input type="checkbox"/> <b>Forward</b>	Please forward my refundable deposit / excess rental to the next semester tenancy.		
<input type="checkbox"/> <b>Transfer to Tuition Fees</b>	Please transfer my refundable deposit / excess rental to my tuition fees.		
<input type="checkbox"/> <b>Cheque</b>	<b>Payable to (Name as per I/C or Passport):</b> _____ <input type="checkbox"/> Please mail to my above mailing address <i>(Cheque will be posted by normal post to the above address 1 month after the expected date of cheque release)</i> <input type="checkbox"/> Please hold the cheque for my collection		
<input type="checkbox"/> <b>Telegraphic Transfer</b> (for oversea bank only)  *Transfer will be withheld for any incomplete details	<b>BENEFICIARY</b>		
	<b>BENEFICIARY ADDRESS (HOME)</b>		
	<b>CONTACT NUMBER</b>		
	<b>ACCOUNT NO</b>		
	<b>NAME of BANK</b>		
	<b>BANK ADDRESS</b>		
	<b>SWIFT CODE</b>		

**For office use only:**

<b>B. REFUND DETAILS</b>			
<b>Deposit</b> <input type="checkbox"/> Refunded <input type="checkbox"/> Forfeited	<b>RM</b>	<b>eHMS Cust ID:</b>	<b>Check-In :</b> /     / <b>Check-Out :</b> /     /
<b>Excess Rental</b>	<b>RM</b>	<b>Checked by:</b> <b>(RH)</b>	
<b>Daily Rental Charged</b> RM     x     day(s)	<b>RM</b>	<b>Checked by:</b> <b>(SAA ASSD)</b>	
<b>Replacement Cost</b> Room card / room key / wardrobe key	<b>RM</b>	<b>Approved by:</b> <b>(SAA Director)</b>	
		<b>Received by:</b> <b>(Finance Office)</b>	
<b>Total Balance to be Refunded / Charged</b>	<b>RM</b>	<b>Remarks:</b>	