

FOR OFFICE USE ONLY

RH Block	<input type="checkbox"/> D <input type="checkbox"/> E <input type="checkbox"/> L
Accommodation Type: Single / Shared	Room No

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			
English Enrichment Programme Required?	<input type="checkbox"/> Yes : Level _____ Month _____ Year _____ <input type="checkbox"/> No		

Emergency Contact Details

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

Residential Hall Details (PLEASE TICK ✓ THE TYPE OF ROOM)

Block D	Twin-Sharing Room (<i>Common</i>)	<input type="checkbox"/> D	- Taman Connaught, Cheras, Kuala Lumpur (with laundry service & common bathroom)
Block E	Single Room in Apartment	<input type="checkbox"/> E	- Taman Connaught, Cheras, Kuala Lumpur (with laundry service & en-suite bathroom)
	Single Room	<input type="checkbox"/> Type A1 <input type="checkbox"/> Type B1 <input type="checkbox"/> Type C1 <input type="checkbox"/> Type D1	- Taman Connaught, Cheras, Kuala Lumpur (with laundry service & en-suite bathroom, limited units)
	Twin-Sharing Room (<i>Deluxe / Standard</i>)	<input type="checkbox"/> Type A2 <input type="checkbox"/> Type B2	- Taman Connaught, Cheras, Kuala Lumpur (with laundry service & en-suite bathroom)

PLEASE TICK ✓ THE TENANCY PERIOD ACCORDINGLY

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

PROGRAMME	SEMESTER TENANCY PERIOD	RENTAL PER SEMESTER PER PERSON (RM)	
All programme unless listed below	Long Semester	L : 2,440.00	D1 : 4,000.00
	Jan 2021 <input type="checkbox"/> 01 Jan'21 – 26 Apr'21	D : 2,600.00	C1 : 6,400.00
	May 2021 <input type="checkbox"/> 27 Apr'21 – 29 Aug'21	B2 : 3,000.00	B1 : 6,800.00
	Sept 2021 <input type="checkbox"/> 01 Sept'21 – 12 Dec'21	A2 : 3,600.00	A1/E : 7,200.00
	Short Semester	L : 1,220.00	D1 : 2,000.00
	Sept 2021 <input type="checkbox"/> 01 Sept'21 – 10 Nov'21	D : 1,300.00	C1 : 3,200.00
Sept 2021 (SABE) <input type="checkbox"/> 30 Sept'21 – 19 Nov'21	B2 : 1,500.00	B1 : 3,400.00	
		A2 : 1,800.00	A1/E : 3,600.00
Degree in Architecture / Quantity Surveying/	Jan 2021 <input type="checkbox"/> 01 Jan'21 – 29 May'21	L : 3,050.00	D1 : 5,000.00
	July 2021 <input type="checkbox"/> 02 July'21 – 27 Nov'21	D : 3,250.00	C1 : 8,000.00
		B2 : 3,750.00	B1 : 8,500.00
		A2 : 4,500.00	A1/E : 9,000.00
Optometry	Jan 2021 <input type="checkbox"/> 01 Jan'21 – 7 May'21	L : 2,593.00	D1 : 4,250.00
	July 2021 <input type="checkbox"/> 30 June'21 – 5 Nov'21	D : 2,763.00	C1 : 6,800.00
		B2 : 3,188.00	B1 : 7,225.00
		A2 : 3,825.00	A1/E : 7,650.00
Pharmacy	Jan 2021 <input type="checkbox"/> 01 Jan'21 – 5 May'21	L : 2,593 / 3,050	D1 : 4,250 / 5,000
	July 2021 <input type="checkbox"/> 08 July'21 – 12 Nov'21	D : 2,763 / 3,250	C1 : 6,800 / 8,000
		B2 : 3,188 / 3,750	B1 : 7,225 / 8,500
		A2 : 3,825 / 4,500	A1/E : 7,650 / 9,000
A-Levels	Jan 2021 (1 st & 2 nd Semester) <input type="checkbox"/> 19 Jan'21 – 13 June'21 <input type="checkbox"/> 28 June'21 – 19 Dec'21	L : 3,050 / 3,660	D1 : 5,000 / 6,000
		D : 3,250 / 3,900	C1 : 8,000 / 9,600
		B2 : 3,750 / 4,500	B1 : 8,500 / 10,200
		A2 : 4,500 / 5,400	A1/E : 9,000 / 10,800
	May 2021 <input type="checkbox"/> 17 May'21 – 19 Dec'21	L : 4,270.00	D1 : 7,000.00
		D : 4,550.00	C1 : 11,200.00
		B2 : 5,250.00	B1 : 11,900.00
		A2 : 6,300.00	A1/E : 12,600.00
July 2021 <input type="checkbox"/> 26 July'21 – 19 Dec'21	L : 3,050.00	D1 : 5,000.00	
	D : 3,250.00	C1 : 8,000.00	
	B2 : 3,750.00	B1 : 8,500.00	
	A2 : 4,500.00	A1/E : 9,000.00	
Sept 2021 <input type="checkbox"/> 27 Sept'21 – 19 June'22	L : 5,490.00	D1 : 9,000.00	
	D : 5,850.00	C1 : 14,400.00	
	B2 : 6,750.00	B1 : 15,300.00	
	A2 : 8,100.00	A1/E : 16,200.00	
SACE Programme (UCSI College)	Jan 2021 (1 st & 2 nd Semester) <input type="checkbox"/> 19 Jan'21 – 13 June'21 <input type="checkbox"/> 28 June'21 – 14 Nov'21	L : 3,050.00	D1 : 5,000.00
		D : 3,250.00	C1 : 8,000.00
		B2 : 3,750.00	B1 : 8,500.00
		A2 : 4,500.00	A1/E : 9,000.00
	May 2021 (1 st & 2 nd Semester) <input type="checkbox"/> 18 May'21 – 10 Dec'21 <input type="checkbox"/> 3 Jan'22 – 11 Apr'22	L : 4,270 / 1,983	D1 : 7,000 / 3,250
		D : 4,550 / 2,113	C1 : 11,200 / 5,200
		B2 : 5,250 / 2,438	B1 : 11,900 / 5,525
		A2 : 6,300 / 2,925	A1/E : 12,600 / 5,850
	Aug 2021 <input type="checkbox"/> 17 Aug'21 – 19 Dec'21	L : 2,440.00	D1 : 4,000.00
	D : 2,600.00	C1 : 6,400.00	
	B2 : 3,000.00	B1 : 6,800.00	
	A2 : 3,600.00	A1/E : 7,200.00	

Foundation (UCSI College)	Short Semester	Jan 2021 <input type="checkbox"/> 05 Jan'21 – 07 Mar'21	L : 1,220.00	D1 : 2,000.00
	Mar 2021 <input type="checkbox"/> 16 Mar'21 – 15 May'21	D : 1,300.00	C1 : 3,200.00	
	May 2021 <input type="checkbox"/> 18 May'21 – 16 July'21	B2 : 1,500.00	B1 : 3,400.00	
	July 2021 <input type="checkbox"/> 27 July'21 – 24 Sept'21	A2 : 1,800.00	A1/E : 3,600.00	
Foundation (UCSI College)	Long Semester	Sept 2021 <input type="checkbox"/> 28 Sept'21 – 21 Jan'22	L : 2,440.00	D1 : 4,000.00
			D : 2,600.00	C1 : 6,400.00
		B2 : 3,000.00	B1 : 6,800.00	
		A2 : 3,600.00	A1/E : 7,200.00	
Holiday Programme			Rental by monthly basis	
	____ 2021 <input type="checkbox"/> ____ 2021 – ____ 2021		L : 610.00	D1 : 1000.00
		D : 650.00	C1 : 1,600.00	
		B2 : 750.00	B1 : 1,700.00	
		A2 : 900.00	A1/E : 1,800.00	

On-Campus Residential Hall Rules and Regulations (Abstract)

1.0 Accommodation Application

- 1.1 Students interested to live in an UCSI University Residential Hall are required to submit an application by submitting the Residential Hall Application Form.
- 1.2 Each application must be accompanied with a non-refundable booking fee of RM1,000.00 (for Residential Hall Block D & L) or RM2,000.00 (for Residential Hall Block E). Failing which, the application will be void and will not be processed.
- 1.3 No amendments can be made to the application once the application is processed.
- 1.4 Payment of booking fee does not guarantee a place in the Residential Halls. 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 Halls, the booking fee shall be refunded in full.
- 1.5 A place would only be secured upon receipt of the non-refundable booking fee, rental and a complete Residential Hall Application Form.
- 1.6 The full payment of a semester's rental is required to be made within 7 days after submission of application form, if the payment is not received within 7 days, UCSI University reserve the right to release the room and refund the booking fee.
- 1.7 Once the rental is paid, the non-refundable booking fee will then be converted to refundable deposit.
- 1.8 Should the student check-in after the commencement of the semester, the student is still required to pay the full semester's rental for his/her accommodation.
- 1.9 All International students are strongly encouraged to reside in the University-provided accommodation during their first semester at UCSI University.

2.0 Tenancy & Rental Fees

- 2.1 Tenancy
 - 2.1.1 Tenancy period is by semester basis only, UCSI University reserves the right to amend the check-out date by a written notice pasted in the accommodation hall should there is any changes to the check-out date.
 - 2.1.2 The tenancy start and end date varies according to the academic calendar set up for different programmes. The tenancy may end earlier than what is stated in the application form, renewal form or any other written document, depending on the Final Examination Timetable released by the Exam Centre during the semester or at the discretion of the Deputy-Vice Chancellor of Academic, Student & Alumni Affairs. All Residents are to be aware of their tenancy periods during their stay in the Residential Hall.
 - 2.1.3 Tenant is to check-in on / after the start date of their tenancy period and check-out on / before the end date of their tenancy period (date varies according to the academic programme and semesters).
 - 2.1.4 Tenant is required to select the correct tenancy period upon application, no refund will be made if the tenant select the wrong tenancy period in the application form.
 - 2.1.5 Early check-in and late check-out are NOT allowed. The student is required to stay at the Le Quadri Hotel, Block E, UCSI University (Kuala Lumpur Campus) if they need a place to stay before or after the tenancy period.
- 2.2 Rental Fee, Payment, Booking Fee & Deposit
 - 2.2.1 All Residents are required to pay one semester's rental to the UCSI Group Finance Office (please refer to the latest established rates) before checking-in to the Residential Hall. The semester rental depends on the type of tenancy period the Residents applied for and according to their programme intakes.
 - 2.2.2 A late payment fee of RM 5 per day will be charged for semester rentals paid after the stipulated due date.
 - 2.2.3 An advanced non-refundable booking fee of RM1, 000.00 / RM2, 000.00 per person is required to secure the room at the Residential Hall during application. This booking fee would be converted to a refundable deposit upon full payment of a semester's rental.
 - 2.2.4 Temporary accommodations are also available for UCSI University staff & internal guest (ie: staff & associates from our sister companies or branch campuses). Monthly rental RM650 will be charged and any discount subject to the approval of Deputy Vice-Chancellor of Student Affairs & Alumni.
 - 2.2.5 Under any circumstances that a Tenant is required to stay in the Residential Hall on a daily basis, with the approval of the Head of Alumni & Support Services, the daily rate is RM 74 per Tenant per day for twin sharing room, RM 128 per Tenant per day for single room & RM 143 per Tenant per day for apartment room.
 - 2.2.6 Under the circumstances where Resident make excess rental payment, the refund of the excess rental shall be accompanied by a written request from the resident, which will be attached together with the check-out refund notice. The refund of the excess rental will be processed together with the refund of the hostel deposit. The resident may also request to transfer the excess rental and/or refundable deposit to his/her tuition fees for next semester by indicating in the check-out refund notice and the written request from the Resident.
 - 2.2.7 The Student Affairs & Alumni reserves the right to vary the accommodation fees during the academic year.

3.0 Check In Procedures

- 3.1 All Tenant may check in to the Residential Hall on or after the tenancy start date / check-in date, but not later than the stipulated last check-in date.

6.0 Cancellation, Withdrawal and Termination of Tenancy

- 6.1 If, after the acceptance of the Accommodation Offer from the University, the booking fee/deposit received from the Resident will be refunded only if the Resident gives notice of the cancellation at least 2 weeks before the check-in date, failure to do so will result in forfeiture of booking fee.
- 6.2 If, after the acceptance of the Accommodation Offer from the University, the Resident fails to check-in by the stipulated date, the booking fee/deposit received from the Resident will be forfeited and the Resident will no longer be entitled to the Room at the Residential Hall.
- 6.3 If, after check-in, the Resident gives notice of cancellation to the SAA, the Resident will remain responsible for the payment of the rental and all other related charges as reflected in the invoice, regardless of the payment has been made for the invoice or not.
- 6.4 If, after check-in and payment of the invoice, the Resident gives notice of cancellation to the SAA, no refund will be made.
- 6.5 Resident expelled from the Residential Hall for violation of Residential Hall Rules & Regulations will not be entitled to the refund of the deposit and remainder of their paid rental.
- 6.6 The Resident shall not be eligible for any refund, whether in full or pro-rated, of the accommodation fees and any other related charges paid, for early termination of the stipulated period of stay, temporary absence or any other reasons whatsoever except under exceptional circumstances as determined and approved by the Deputy Vice-Chancellor of the SAA.
- 6.7 All notices of cancellation must be in writing and may be given in person to the Accommodation Officer and/or by electronic mail to the official email of the Accommodation Officer.
- 6.8 Deposits will only be refunded should a resident decide not to renew his/her tenancy after his/her stay at the University's Residential Hall, provided that the facilities and amenities of the relevant Residential Hall unit have been kept in its original condition after he/she has completed the check-out process. The Accommodation Officer shall decide at its discretion what may be considered 'original'.
- 6.9 In the event that damages have been done upon the properties of the University, the resident's deposit will be used to cover the cost of returning the said property to its original state.
- 6.10 In the event the deposit is insufficient to cover the cost of such repair, the resident will be held liable for the balance of the cost.
- 6.11 The SAA reserves the right to terminate the Tenancy by a notice in writing to the Resident whereupon the Resident shall vacate the Room in any of the following events:
 - 6.11.1 The Resident cease to be a student of the University, for any reason.
 - 6.11.2 The Resident fails to make full payment of any outstanding accommodation fees or any financial obligations due and payable arise from this handbook
 - 6.11.3 The Resident fails, for any reason, to comply with any provision of this Handbook.
 - 6.11.4 The SAA deems such termination necessary or advisable in the interests of the safety of the other Residents in the Residential Hall or the students in the University.
- 6.12 Upon termination, the Resident shall vacate the Room by the date stated in the notice, Clause 4.0 will still apply to the Resident upon termination, all rental paid and deposit shall be forfeited, and the University also reserve the right to deduct any amount owing by the resident against their deposit, caution fees and other fees.
- 6.13 In the event that the Tenancy is terminated and the Resident does not vacate the Room or fail to comply with Clause 4.0 to complete the check-out procedures, the University reserves the unconditional right to enter into and take complete possession of the Room and the Contents without being guilty of any manner of trespass and without prejudice to any other remedies it may have under the law.

8.0 Room Assignments

- 8.1 During the period of stay, only the Resident assigned to the Room by the SAA is allow to use or enter the room.
- 8.2 Resident may request for certain rooms or particular roommates to be assigned to them before the application being processed; however the final decision with regards to room and roommate assignments shall reside with the SAA (and they shall be guided by the Rules and Regulations set for the Residential Hall).
- 8.3 Room re-assignments requested by student shall only be considered after the 3rd week of the semester and application for re-assignments is subjected to the approval of the Accommodation Officer.
- 8.4 Residents are not allowed to change rooms on their own without the approval of the Accommodation Officer. If found, disciplinary actions will be undertaken accordingly
- 8.5 A Resident is granted no more than one (1) re-assignment of rooms per semester.
- 8.6 Should a resident request for transfer of room, an administrative fee of RM 150.00 will be charged and has to be duly paid before transfer of rooms can take place.
- 8.7 The SAA reserves the right to reassign Resident into another room provided sufficient notice being given to the Resident.

<p>3.2 The Tenant must present the following original documents to the Accommodation Officer for the check-in: Identification Card/Passport, Valid Student Pass and/or Offer Letter, Receipt of Rental Payment, if the Tenant does not present these documents, the Accommodation Officer reserve the right to reject the check-in, and if these document are not presented by the stipulated check-in date, the Tenant will be deemed to have failed to check-in and Clause 4.2 apply.</p> <p>3.3 Check-in Time are as follows: Monday to Friday: 9 a.m. to 6 p.m. ; Saturday: 9 a.m. to 1 p.m. (except on Public Holidays), for other times including Sundays, Public Holidays or any time outside the range given above, student will have to inform and arrange for check-in one week in advance with the Accommodation Officer.</p> <p>3.4 During check-in, the resident will be guided to his/her room and explained about the available facilities, amenities provided and key points of the Rules & Regulations. The Resident will also be given a Residential Hall Welcome Notice with the Guidelines to UCSI University On-Campus Accommodation Handbook.</p> <p>3.5 The Tenant shall conduct a room check and endorse on the Check-in Form upon check-in to the Residential Hall. The form shall be returned to the Accommodation Officer immediately after the check-in.</p> <p>3.6 In instances when the Tenant fails to sign or return the Check-in Form, the Tenant will be deemed to have agreed that the Room and the Contents as listed in the form are in good working order and/or condition and to be responsible for any shortfall or damage to the Room or the Contents after the Check-in.</p>	<p>8.8 The SAA reserves the right to reassign Resident occupying a double room to another room or to assign another Resident to share the double room to optimise the use of housing resources.</p> <p>8.9 The SAA reserves the right to relocate and consolidate Resident to designated room to maximise the occupancy, enhance personal safety and for better operational efficiency during semester break.</p> <p>8.10 The SAA reserves the right to relocate the Resident to another room or block for temporary occupancy in the event of any repairs, maintenance, housekeeping works, or emergency or unforeseen circumstances.</p> <p>8.11 The Resident shall not be entitled to any refund of the accommodation fees or any compensation arising from any such re-assignment or re-location.</p>
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* This is not a complete listing of all the Rules and Regulations for the Residential Hall. You are required to check and understand the full set of Rules and Regulations of the Residential Hall. The University reserves the right to impose new rules and/or amend existing rules in connection with the rules and regulations governing the Residential Hall from time to time, and such additions and amendments will be posted on UCSI University website and shall be deemed to have been brought to the notice of all residents on the date of such posting. (For most current Residential Hall Rules & Regulations, please visit <https://www.ucsiuniversity.edu.my/accommodation/accommodation-rules-and-regulations>)

Important Notice for International Students

1. Payment of Booking Fee/Rental via telegraphic transfer payment is subject to and effective only upon clearance by bank (Depending on the country, the process may take 2-3 weeks), international students are advised to make payment as early as possible to avoid any possible inconvenience.
2. All international students are encouraged to stay in on-campus accommodation for their first semester at UCSI University. In the event on-campus residence is not available, UCSI University off-campus residence will be available.

FREQUENTLY ASKED QUESTIONS

<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 Le Quadri Hotel (UCSI Block E) 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.</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:</p> <ul style="list-style-type: none"> • Water and electricity • Wireless internet access • 24-hour security <p>Q7: When is the check-in time? A7: Your check-in times are as follows:</p> <ul style="list-style-type: none"> • Monday to Friday: 9.00am to 6.00pm; Saturday: 9.00am to 1.00pm (except on Public Holidays) • For other times (Sunday, Public Holidays or any time outside the range given above): students will have to make a request to check-in one (1) week in advance. <p>Q8: When is the check-out time? A8: Your check-out times are as follows:</p> <ul style="list-style-type: none"> • On tenancy end date / check-out date: 2.00pm – 6.00pm • The next day of check out date: 9.00am – 12.00pm <p>Q9: What if I did not make a rental booking; will I be able to stay temporarily in the residential hall? A9: No. You may refer to the Le Quadri Hotel (UCSI Block E) for a temporary accommodation.</p> <p>Q10: What if I did not make payment before I check in? Will I be allow to check-in first before I make the payment? A10: No. You are not allowed to check in before you make full payment of the rental. You may refer to the Le Quadri Hotel (UCSI Block E) for a temporary accommodation until you make full payment of the rental.</p>
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APPLICANT'S AGREEMENT & ACKNOWLEDGEMENT

By signing this application, I confirmed that all the information provided above is correct and I acknowledges having read, understood and voluntarily agreed to all of the terms and conditions contained in this application form and any documents, attachments or other materials referred to in it, including but not limited to the full UCSI University's On-Campus Accommodation Handbook. 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.

Signature : _____

Name: _____

Date : _____

NRIC/Passport No.: _____

FOR STUDENT AFFAIRS & ALUMNI DIVISION USE ONLY			
PAYMENT DETAILS		CHECK-IN DETAILS	
		New Applicant <input type="checkbox"/>	Continuing Resident <input type="checkbox"/>
Booking Fee Paid		EHMS Customer ID	
Rental Charge		Check-In Date	
Rental Paid		EHMS 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
EHMS Transfer	<input type="checkbox"/> Done	Staff Signature & Date	
Staff Signature & Date		Remarks	

No. 1, Jalan Menara Gading, UCSI Heights, Cheras, 56000 Kuala Lumpur, Malaysia Tel: 603-91018880 / Email: rhall@ucsiuniversity.edu.my