FOR OFFICE USE ONLY		
RH Block	☐ D	☐ E
Accommodation Type: Single/Twin-sharing	Room No	

KINDLY COMPLETE THIS FORM IN **CAPITAL/UPPERCASE LETTERS** TO ENSURE ACCURATE PROCESSING.

1. 1. Carefully read and understand the **Conditions of Reservation** before submitting the application form.
2. 2. For the latest payment methods, please refer to our website.
3. 3. Fill in **ALL** the required fields below.
4. Applicants are responsible for providing accurate and up-to-date information to receive relevant communications and notices from *ON-CAMPUS ACCOMMODATION, UCSI UNIVERSITY*.

Student's Details			
Name			
Student ID No.		**IC/Passport No.**	
Gender	☐ Male ☐ Female	**Contact No.**	
Nationality / Country	☐ Malaysian ☐ Other:		
E-mail Address			
Religion	☐ Islam ☐ Hinduism ☐ Buddhism ☐ Christianity ☐ Other:		
Permanent Home Address			
Home Tel No			

Enrollment & Check-In			
Intake Date		**Expected Check-in Date and Time**	
Programme Enrolled			
English Enrichment Programme Required?	☐ Yes: Level _____ Month _____ Year _____ ☐ No		

Emergency Contact Information - Parent/Guardian/Next of Kin Contact Details			
Name		**Relationship**	
E-mail		**Contact No:**	
Address			

Selection of Accommodation

Residential Hall Block D (Kindly (√) your preferred selection)

No. of Pax Per Room	Room Type	Monthly Rental (RM)	Deposit (RM)	Room size and main features
2	☐ **Twin sharing Type DA** (No Attached Bathroom, Common Bathroom Access)	700	1,000	160 sq. ft./Room **Furnishings Include:** ● Bed Frame with Mattress ● Study Table and Chair ● Wardrobe ● Power Outlets ● Wi-Fi Access ● With laundry
2	☐ **Twin sharing Type DB** (No Attached Bathroom, Common Bathroom Access)	550	1,000	160 sq. ft./Room **Furnishings Include:** ● Bed Frame with Mattress ● Study Table and Chair ● Wardrobe ● Power Outlets ● Wi-Fi Access ● Without laundry
2	☐ **Twin sharing Type DM (only for MARA scholarship student)** (No Attached Bathroom, Common Bathroom Access)	500	No deposit	160 sq. ft./Room **Furnishings Include:** ● Bed Frame with Mattress ● Study Table and Chair ● Wardrobe ● Power Outlets ● Wi-Fi Access ● Without laundry

Residential Hall Block E (Kindly (√) your preferred selection)

No. of Pax Per Room	Room Type	Monthly Rental (RM)	Deposit (RM)	Room size and main features
2	☐ **Twin sharing Type B2** (Standard) with attached bathroom	750	2,000	123 sq. ft./**Room Furnishings Include:** ● Bed Frame with Mattress ● Study Table and Chair ● Wardrobe ● Power Outlets ● Wi-Fi Access
2	☐ **Twin sharing Type A2** (Deluxe) with attached bathroom	900	2,000	167 sq. ft./**Room Furnishings Include:** ● Bed Frame with Mattress ● Study Table and Chair ● Wardrobe ● Power Outlets ● Wi-Fi Access
1	☐ **Single Room Type A1** with attached bathroom	1,800	2,000	217 sq. ft./Room Furnishings Include: ● Bed Frame with Mattress ● Study Table and Chair ● Wardrobe ● Power Outlets ● Wi-Fi Access

1	☐ **Single Room Type B1** with attached bathroom	1,700	2,000	159 sq. ft./Room Furnishings Include: ● Bed Frame with Mattress ● Study Table and Chair ● Wardrobe ● Power Outlets ● Wi-Fi Access
1	☐ **Single Room Type C1** with attached bathroom	1,600	2,000	122 sq. ft./**Room Furnishings Include:** ● Bed Frame with Mattress ● Study Table and Chair ● Wardrobe ● Power Outlets ● Wi-Fi Access
1	☐ **Single Room Type D1** with attached bathroom	1,000	2,000	71sq. ft./**Room Furnishings Include**: ● Bed Frame with Mattress ● Study Table and Chair ● Wardrobe ● Power Outlets ● Wi-Fi Access

PLEASE TICK (√) INSIDE THE BOX ACCORDING TO YOUR TENANCY PERIOD.
(*Tenancy dates are subject to change annually based on the **Academic Calendar**.)

UCSI UNIVERSITY

Degree Programme

PROGRAMME	SEMESTER TENANCY PERIOD		RENTAL PER SEMESTER PER PERSON (RM)	
Applicable to All Programs *(Unless Specifically Listed Below)* *(UCSI University)*	**New Cohort (After 202409)** **Long Semester** May 2025 ☐ 02 May '25 - 26 Aug. '25 Sept 2025 ☐ 26 Sept '25 – 20 Jan '26		TWIN SHARING **RHB DA: 2,800/2,660** **RHB DB: 2,200/2,090** **RHB DM: 2,000/1900** **RHB E B2: 3,000/2,850** **RHB E A2: 3,600/3,420**	SINGLE ROOM **RHB E A1; 7,200/6,840** **RHB E B1: 6,800/6,460** **RHB E C1: 6,400/6,080** **RHB E D1: 4,000/3,800**
	Short Semester Feb 2025 ☐ 06 Feb '25 - 14 Apr '25		TWIN SHARING **RHB DA: 1,575** **RHB DB: 1,238** **RHB DM: 1,125** **RHB E B2: 1,688** **RHB E A2: 2,025**	SINGLE ROOM **RHB E A1; 4,050** **RHB E B1: 3,825** **RHB E C1: 3,600** **RHB E D1: 2,250**
	Old Cohort (After 202409) **Long Semester** Jan 2025 ☐ 02 Jan '25 - 29 Apr '25 May 2025 ☐ 02 May '25 – 26 Aug '25		TWIN SHARING **RHB DA: 2,800** **RHB DB: 2,200** **RHB DM: 2,000** **RHB E B2: 3,000** **RHB E A2: 3,600**	SINGLE ROOM **RHB E A1; 7,200** **RHB E B1: 6,800** **RHB E C1: 6,400** **RHB E D1: 4,000**
	Short Semester Oct 2025 ☐ 29 Sept '25 - 01 Dec '25		TWIN SHARING **RHB DA: 1,400** **RHB DB: 1,100** **RHB DM: 1,000** **RHB E B2: 1,500** **RHB E A2: 1,800**	SINGLE ROOM **RHB E A1; 3,600** **RHB E B1: 3,400** **RHB E C1: 3,200** **RHB E D1: 2,000**

			TWIN SHARING	SINGLE ROOM
Degree/Master in Architecture/Quantity Surveying *(UCSI University)*	**Semester** Feb 2025 Aug 2025	☐ 06 Feb '25 - 18 June '25 ☐ 27 Aug '25 - 14 Jan '26	**RHB DA: 3,150** **RHB DB: 2,475** **RHB DM: 2,250** **RHB E B2: 3,375** **RHB E A2: 4,050**	**RHB E A1; 8,100** **RHB E B1: 7,650** **RHB E C1: 7,200** **RHB E D1: 4,500**
Optometry *(UCSI University)*	**Semester** Feb 2025 Aug 2025	☐ 04 Feb '25 - 21 June '25 ☐ 13 Aug '25 - 27 Dec '25	**RHB DA; 3,150** **RHB DB: 2,475** **RHB DM: 2,250** **RHB E B2: 3,375** **RHB E A2: 4,050**	**RHB E A1; 8,100** **RHB E B1: 7,650** **RHB E C1: 7,200** **RHB E D1: 4,500**
Degree in Faculty of Pharmaceutical Science *(UCSI University)*	**Long Semester** Feb 2025: Sept 2025	☐ 31 Jan '25 - 06 June '25 ☐ 05 Sept '25 - 12 Jan '26	**RHB DA: 2,975** **RHB DB: 2,338** **RHB DM: 2,125** **RHB E B2: 3,188** **RHB E A2: 3,825**	**RHB E A1: 7,650** **RHB E B1: 7,225** **RHB E C1: 6,800** **RHB E D1: 4,250**
	Short Semester June 2025	☐ 06 June '25 – 25 July '25	**RHB DA; 1,050** **RHB DB: 825** **RHB DM: 750** **RHB E B2: 1,125** **RHB E A2: 1,350**	**RHB E A1; 2,700** **RHB E B1: 2,250** **RHB E C1: 2,400** **RHB E D1: 1,500**
Degree in IMUS *(UCSI University)*	**Long Semester** Jan 2025 Oct 2025	☐ 02 Jan '25 - TBA ☐ 06 Oct '25 - TBA	**RHB DA; TBA** **RHB DB: TBA** **RHB DM: TBA** **RHB E B2: TBA** **RHB E A2: TBA**	**RHB E A1; TBA** **RHB E B1: TBA** **RHB E C1: TBA** **RHB E D1: TBA**
	Short Semester June 2025	☐ 28 May '25 - TBA	**RHB DA; TBA** **RHB DB: TBA** **RHB DM: TBA** **RHB E B2: TBA** **RHB E A2: TBA**	**RHB E A1; TBA** **RHB E B1: TBA** **RHB E C1: TBA** **RHB E D1: TBA**

Postgraduate Program (Master/PhD) in Faculty of Pharmaceutical Science
(UCSI University)

			TWIN SHARING	SINGLE ROOM
Postgraduate Program (Master/PhD) in Faculty of Pharmaceutical	**Long Semester** Jan 2025: May 2025	☐ 02 Jan '25 – 14 Apr. '25 ☐ 23 May '25 – 30 Aug '25	**RHB DA; 2,450/2,275** **RHB DB: 1,925 / 1,788** **RHB DM: 1,750 / 1,625** **RHB E B2: 2,625 / 2,438** **RHB E A2: 3,150 / 2,925**	**RHB E A1; 6,300/ 5,850** **RHB E B1: 5,950/5,525** **RHB E C1: 5,600 / 5,200** **RHB E D1: 3,500/3,250**

Science *(UCSI University)*			
	Short Semester Sept 2025 ☐ 12 Sept '25 - 20 Dec '25	TWIN SHARING **RHB DA; 2,275** **RHB DB: 1,788** **RHB DM: 1,625** **RHB E B2: 2,438** **RHB E A2: 2,925**	SINGLE ROOM **RHB E A1; 5,850** **RHB E B1: 5,525** **RHB E C1: 5,200** **RHB E D1: 3,250**

Foundation Programme

(UCSI University)

Foundation in Music	**Long Semester** Jan 2025 ☐ 02 Jan '25 - TBA	TWIN SHARING **RHB DA: TBA** **RHB DB: TBA** **RHB DM: TBA** **RHB E B2: TBA** **RHB E A2: TBA**	SINGLE ROOM **RHB E A1: TBA** **RHB E B1: TBA** **RHB E C1: TBA** **RHB E D1: TBA**
Foundation in Arts **Foundation in Science**	**Long Semester** Feb 2025 ☐ 05 Feb '25 - 19 May '25 June 2025 ☐ 23 May '25 – 30 Aug '25 Sept 2025 ☐ 12 Sept '25 – 22 Dec '25	TWIN SHARING **RHB DA:** **2,450/2,275/2,275** **RHB DB:** **1,925/1,788/1,788** **RHB DM: 1,750/1,625/** **1,625** **RHB E B2:** **2,625/2,438/2,438** **RHB E A2:** **3,150/2,925/2,925**	SINGLE ROOM **RHB E A1;** **6,300/5,850/5,850** **RHB E B1:** **5,950/5,525/5,525** **RHB E C1:** **5,600/5,200/5,200** **RHB E D1:** **3,500/3,250/3,250**

Diploma Programme

PROGRAMME	SEMESTER TENANCY PERIOD	RENTAL PER SEMESTER PER PERSON (RM)	
Applicable to All Programs *(Unless Specifically Listed Below)* *(UCSI University)*	**New Cohort (After 202409)** **Long Semester** May 2025 ☐ 23 May '25 -16 Sept '25 Sept 2025 ☐ 26 Sept '25 – 20 Jan '26	TWIN SHARING **RHB DA: 2,660** **RHB DB: 2,090** **RHB DM: 1,900** **RHB E B2: 2,850** **RHB E A2: 3,420**	SINGLE ROOM **RHB E A1; 6,840** **RHB E B1:6,460** **RHB E C1: 6,080** **RHB E D1: 3,800**

		TWIN SHARING	SINGLE ROOM
	Short Semester Feb 2025 ☐ 06 Feb'25 – 14 Apr '25	**RHB DA: 1,575** **RHB DB: 1,238** **RHB DM: 1,125** **RHB E B2: 1,688** **RHB E A2: 2,025**	**RHB E A1; 4,050** **RHB E B1: 3,825** **RHB E C1: 3,520** **RHB E D1: 2,250**
	Old Cohort (After 202409) **Long Semester** Jan 2025 ☐ 03 Jan '25 -29 Apr. '25 May 2025 ☐ 23 May '25 – 16 Sept '25	TWIN SHARING **RHB DA: 2,800** **RHB DB: 2,200** **RHB DM: 2,000** **RHB E B2: 3,000** **RHB E A2: 3,600**	SINGLE ROOM **RHB E A1; 7,200** **RHB E B1: 6,800** **RHB E C1: 6,400** **RHB E D1: 4,000**
	Short Semester Sept 2025 ☐ 29 Sept '25 - 01 Dec '25	TWIN SHARING **RHB DA: 1,400** **RHB DB: 1,100** **RHB DM: 1,000** **RHB E B2: 1,500** **RHB E A2:1,800**	SINGLE ROOM **RHB E A1; 3,600** **RHB E B1: 3,400** **RHB E C1: 3,200** **RHB E D1: 2,000**
Diploma in Architecture (*UCSI University*)	**New Cohort (After 202409)** **Long Semester** May 2025 ☐ 21 May'25 -18 Sept '25 Oct 2025 ☐ 01 Oct '25 - 03 Feb '26	TWIN SHARING **RHB DA: 2,800** **RHB DB: 2,200** **RHB DM: 2,000** **RHB E B2: 3,000** **RHB E A2: 3,600**	SINGLE ROOM **RHB E A1; 7,200** **RHB E B1: 6,800** **RHB E C1: 6,400** **RHB E D1: 4,000**
	Short Semester Feb 2025 ☐ 06 Feb '25 -14 Apr '25	TWIN SHARING **RHB DA: 1,575** **RHB DB: 1,238** **RHB DM: 1,125** **RHB E B2: 1,688** **RHB E A2: 2,025**	SINGLE ROOM **RHB E A1; 4,050** **RHB E B1: 3,825** **RHB E C1: 3,520** **RHB E D1: 2,250**
	Old Cohort (After 202409) **Long Semester** Jan 2025 ☐ 03 Jan '25 -02 May '25 May 2025 ☐ 23 May'25 – 20 Sept '25	TWIN SHARING **RHB DA: 2,800** **RHB DB: 2,200** **RHB DM: 2,000** **RHB E B2: 3,000** **RHB E A2: 3,600**	SINGLE ROOM **RHB E A1; 7,200** **RHB E B1: 6,800** **RHB E C1: 6,400** **RHB E D1: 4,000**
	Short Semester Oct 2025 ☐ 01 Oct '25 – 08 Dec '25	TWIN SHARING **RHB DA: 1,575** **RHB DB: 1,238** **RHB DM: 1,125** **RHB E B2: 1,688** **RHB E A2: 2,025**	SINGLE ROOM **RHB E A1; 4,050** **RHB E B1: 3,825** **RHB E C1: 3,520** **RHB E D1: 2,250**
Diploma in Faculty of Pharmaceutical Science (*UCSI University*)	**Long Semester** Feb 2025: ☐ 31 Jan '25 - 06 June '25 Sept 2025 ☐ 05 Sept '25 - 12 Jan '26	TWIN SHARING **RHB DA: 2,975** **RHB DB: 2,338** **RHB DM: 2,125** **RHB E B2: 3,188** **RHB E A2: 3,825**	SINGLE ROOM **RHB E A1; 7,650** **RHB E B1: 7,225** **RHB E C1: 6,800** **RHB E D1: 4,250**
	Short Semester Oct 2025 ☐ 03 Oct '25 - 08 Dec '25	TWIN SHARING **RHB DA: 1,575** **RHB DB: 1,238** **RHB DM: 1,125** **RHB E B2: 1,688** **RHB E A2: 2,025**	SINGLE ROOM **RHB E A1; 4,050** **RHB E B1: 3,825** **RHB E C1: 3,520** **RHB E D1: 2,250**

Diploma in IMUS (UCSI University)	**Long Semester** Jan 2025 ☐ 02 Jan '25 - TBA Oct 2025 ☐ 06 Oct '25 - TBA	TWIN SHARING **RHB DA; TBA** **RHB DB: TBA** **RHB DM: TBA** **RHB E B2: TBA** **RHB E A2: TBA**	SINGLE ROOM **RHB E A1; TBA** **RHB E B1: TBA** **RHB E C1: TBA** **RHB E D1: TBA**
	Short Semester June 2025 ☐ 28 May '25 - TBA	TWIN SHARING **RHB DA; TBA** **RHB DB: TBA** **RHB DM: TBA** **RHB E B2: TBA** **RHB E A2: TBA**	SINGLE ROOM **RHB E A1; TBA** **RHB E B1: TBA** **RHB E C1: TBA** **RHB E D1: TBA**

UCSI COLLEGE

PROGRAMME	SEMESTER TENANCY PERIOD	RENTAL PER SEMESTER PER PERSON (RM)	
A-Levels	**Semester 1** Existing Intake ☐ 03 Jan '25 – 13 June '25 New Intake ☐ 07 Feb '25 – 13 June '25	TWIN SHARING **RHB DA: 3,850/3,150** **RHB DB: 3,025 / 2,475** **RHB DM: 2,750 / 2,250** **RHB E B2: 4,125/3,375** **RHB E A2: 4,950/4,050**	SINGLE ROOM **RHB E A1; 9,900/8,100** **RHB E B1: 9,350/7,650** **RHB E C1: 8,800/7,200** **RHB E D1: 5,500/4,500**
	Semester 2 Semester 2 ☐ 23 May '25 – 12 Dec '25	TWIN SHARING **RHB DA:4,375** **RHB DB: 3,438** **RHB DM: 3,125** **RHB E B2: 4,688** **RHB E A2: 5,625**	SINGLE ROOM **RHB E A1; 11,250** **RHB E B1: 10,625** **RHB E C1: 10,000** **RHB E D1: 6,250**
	Semester 3 Semester 3 ☐ 25 Jul '25 – 12 Dec '25	TWIN SHARING **RHB DA: 3,150** **RHB DB: 2,475** **RHB DM: 2,250** **RHB E B2: 3,375** **RHB E A2: 4,050**	SINGLE ROOM **RHB E A1; 8,100** **RHB E B1: 7,650** **RHB E C1: 7,200** **RHB E D1: 4,500**
	Semester 4 Semester 4 ☐ 26 Sept '25 -TBA	TWIN SHARING **RHB DA; TBA** **RHB DB: TBA** **RHB DM: TBA** **RHB E B2: TBA** **RHB E A2: TBA**	SINGLE ROOM **RHB E A1; TBA** **RHB E B1: TBA** **RHB E C1: TBA** **RHB E D1: TBA**
Foundation (Offered by UCSI College)	**Long Semester** Jan 2025 ☐ 03 Jan '25 – 09 May '25 Sept 2025 ☐ 15 Sept '25 – 09 Jan '26	TWIN SHARING **RHB DA: 2,975 / 2,660** **RHB DB: 2,338 / 2,090** **RHB DM: 2,125 / 1,900** **RHB E B2: 3,188 / 2,850** **RHB E A2: 3,825 / 3,420**	SINGLE ROOM **RHB E A1; 7,650 / 6,840** **RHB E B1: 7,225 / 6,460** **RHB E C1: 6,800 / 6,080** **RHB E D1: 4,250 / 3,800**
	Short Semester May 2025 ☐ 19 May '25–05 July '25 **(opt 1)** ☐ 19 May '25-08 Sept '25 **(opt 2)**	TWIN SHARING **RHB DA: 1,050/2,660** **RHB DB: 825/ 2,090** **RHB DM: 750 / 1,900** **RHB E B2: 1,125/2,850** **RHB E A2: 1,350/3,420**	SINGLE ROOM **RHB E A1; 2,700/6,840** **RHB E B1: 2,550/6,460** **RHB E C1: 2,400/6,080** **RHB E D1: 1,500/3,800**

			TWIN SHARING	SINGLE ROOM
	Jul 2025:	☐ 07 Jul '25 – 08 Sept '25	**RHB DA: 1,400** **RHB DB: 1,100** **RHB DM: 1,000** **RHB E B2: 1,500** **RHB E A2: 1,800**	RHB E A1: 3,600 RHB E B1: 3,400 RHB E C1: 3,200 RHB E D1: 2,000
General Programme *Offered by UCSI College* Includes diploma, certificate, ADTP (American Degree Transfer Program), and UKDTP (UK Degree Transfer Program).	**Long Semester** Jan 2025 May 2025	☐ 13 Jan '25 - 11 May '25 ☐ 19 May '25 - 12 Sept '25	TWIN SHARING **RHB DA: 2,800/2,660** **RHB DB: 2,200/2,090** **RHB DM: 2,000 / 1,900** **RHB E B2: 3,000/2,850** **RHB E A2: 3,600/3,420**	SINGLE ROOM RHB E A1; 7,200/6,840 RHB E B1: 6,800/6,460 RHB E C1: 6,400/6,080 RHB E D1: 4,000/3,800
	Short Semester Sept 2025	☐ 15 Sept '25 - 16 Nov '25	TWIN SHARING **RHB DA: 1,400** **RHB DB: 1,100** **RHB DM: 1,000** **RHB E B2: 1,500** **RHB E A2: 1,800**	SINGLE ROOM RHB E A1; 3,600 RHB E B1: 3,400 RHB E C1: 3,200 RHB E D1: 2,000
SACE International *(Offered by UCSI College)*	Feb 2025	☐ 31 Jan '25 – 15 June '25	TWIN SHARING **RHB DA: 3,150** **RHB DB: 2,475** **RHB DM: 2,250** **RHB E B2: 3,375** **RHB E A2: 4,050**	SINGLE ROOM RHB E A1; 8,100 RHB E B1: 7,650 RHB E C1: 7,200 RHB E D1: 4,500
	May 2025	☐ 23 May '25 – 15 Dec '25	TWIN SHARING **RHB DA: 4,760** **RHB DB: 3,740** **RHB DM: 3,400** **RHB E B2: 5,100** **RHB E A2: 6,120**	SINGLE ROOM RHB E A1; 12,240 RHB E B1: 11,560 RHB E C1: 10,880 RHB E D1: 6,800
	Aug 2025	☐ 15 Aug '25 - 15 Dec '25	TWIN SHARING **RHB DA: 2,800** **RHB DB: 2,660** **RHB DM: 2,000** **RHB E B2: 3,000** **RHB E A2: 3,600**	SINGLE ROOM RHB E A1; 7,200 RHB E B1: 6,800 RHB E C1: 6,400 RHB E D1: 4,000

			TWIN SHARING	SINGLE ROOM
Degree Programme **Bachelor of Information Technology in Cybersecurity** *(Offered by UCSI College)*	Jan 2025	☐ 03 Jan '25 - 25 Apr '25	TWIN SHARING **RHB DA: 2,660** **RHB DB: 2,090** **RHB DM: 1,900** **RHB E B2: 2,850** **RHB E A2: 3,420**	SINGLE ROOM RHB E A1; 6,840 RHB E B1: 6,460 RHB E C1: 6,080 RHB E D1: 3,800
	May 2025	☐ 02 May '25 - 15 Aug '25	TWIN SHARING **RHB DA: 2,450** **RHB DB: 1,925** **RHB DM: 1,750** **RHB E B2: 2,625** **RHB E A2: 3,150**	SINGLE ROOM RHB E A1; 6,300 RHB E B1: 5,950 RHB E C1: 5,600 RHB E D1: 3,500
	Aug 2025	☐ 22 Aug '25 - 01 Dec '25	TWIN SHARING **RHB DA: 2,450** **RHB DB: 1,925** **RHB DM: 1,750** **RHB E B2: 2,625** **RHB E A2: 3,150**	SINGLE ROOM RHB E A1; 6,300 RHB E B1: 5,950 RHB E C1: 5,600 RHB E D1: 3,500

Holiday Programme English Programme and Mobility	_____2025 to _____ 2025	Monthly Rental Basis TWIN SHARING RHB DA: 700 RHB DB: 550 RHB DM: 500 RHB E B2: 750 RHB E A2: 900	Monthly Rental Basis SINGLE ROOM RHB E A1; 1,800 RHB E B1: 1,700 RHB E C1: 1,600 RHB E D1: 1,000

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 apply 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 starts 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 (i.e.: 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 daily, 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.

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.

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.

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.0

6.13 In the event that the Tenancy is terminated and the Resident does no 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 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 can use or enter the room.

8.2 Resident may request for certain rooms or 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 must be duly paid before transfer of rooms can take place.

8.7 The SAA reserves the right to reassign Resident into another room provided enough notice being given to the Resident.

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 optimize the use of housing resources.

8.9 The SAA reserves the right to relocate and consolidate Resident to designated room to maximize the occupancy, enhance personal safety and for better operational efficiency during semester break.

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.

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.

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. 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. 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.	

* 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 the 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 the 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

Q1: When can I check in?
A1: You can check in on the tenancy start date/check-in date or after the check-in date only. Full semester rental fees and deposit will be charged for late check-in and early check-out according to the semester tenancy.

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 arrive before the tenancy start date/check-in date.

Q3: Can I check out after the tenancy end date?
A3: No. You must check out not later than 12:00 pm 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.

Q4: Is there any reimbursement for late check-in or early check-out?
A4: No. The rental fee is based on the semester tenancy.

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.

Q6: What other services are included in my rental fee?
A6: The rental rate includes:
- Water and electricity
- Wireless internet access
- 24-hour security

Q7: When is the check-in time?
A7: Your check-in times are as follows:
- Monday to Friday: 9:00 am to 6:00 pm; Saturday: 9:00 am to 1:00 pm (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.

Q8: When is the check-out time?
A8: Your check-out times are as follows:
- On tenancy end date/check-out date: 2:00 pm–6:00 pm
- The next day of check-out date: 9:00 am–12:00 pm

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 temporary accommodation.

Q10: What if I did not make payment before I check in? Will I be allowed 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 temporary accommodation until you make full payment of the rental.

Medical and Physical Condition

1.	**Have you suffered from or are you currently suffering from an illness requiring regular medication?** **(If yes, please provide details: _____**	☐ YES	☐ NO
2.	**Are you currently pregnant?** **(If yes, please provide details: _____**	☐ YES	☐ NO
3.	**Are you suffering from any physical disabilities?** **(If yes, please provide details: _____**	☐ YES	☐ NO
4.	**Are you fully vaccinated for COVID-19?** **(If yes, please provide details: _____**	☐ YES	☐ NO

APPLICANT'S AGREEMENT & ACKNOWLEDGEMENT

By signing this application, I confirm that all the information provided is accurate to the best of my knowledge. I also acknowledge that I have read, understood, and voluntarily agreed to the terms and conditions outlined in this application form, including any documents, attachments, or materials referenced, such as the UCSI University On-Campus Accommodation Handbook. I understand that the information provided is accurate at the time of printing, and I accept that the University reserves the right to make changes, modifications, or amendments without prior notice.

Signature : _____

Name: _____

Date : _____

NRIC/Passport No.: _____

FOR STUDENT AFFAIRS & ALUMNI DIVISION USE ONLY			
PAYMENT DETAILS		**CHECK-IN DETAILS** New Applicant ☐ Continuing Resident ☐	
Booking Fee Paid		EHMS Customer ID	
Rental Charge		Check-In Date	
Rental Paid		EHMS Check-In	☐ Done
Staff Signature & Date		Staff Signature & Date	
TRANSFER DETAILS		CHECK-OUT DETAILS	
Room Transferred		Check-Out Date	
Date Transferred		EHMS Check-Out	☐ Done
EHMS Transfer	☐ Done	Staff Signature & Date	
Staff Signature & Date		Remarks	