



**RESIDENTIAL HALL
TENANCY RENEWAL / TERMINATION FORM
(ON CAMPUS ACCOMMODATION)**

FORM/SAA-ASSD-03/04 - Updated: 02-02-2018 Rev 02
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NAME			
STUDENT ID NO.		RESIDENTIAL HALL	KL CAMPUS
PROGRAMME			<input type="checkbox"/> Block D <input type="checkbox"/> Block L <input type="checkbox"/> Block E
CONTACT NO.		ROOM NO.	
CURRENT SEMESTER	Year 1 / 2 / 3 / 4 / 5 Sem 1 / 2 / 3 / Short	SIGNATURE	
TENANCY RECORD	This is my 1 st / 2 nd / 3 rd / ____ semester staying in the hostel.	DATE APPLY	

I wish to:

<input type="checkbox"/> TERMINATE	<p align="center">I will be checking out of my room on ____ / ____ / ____</p> <p>Notes:</p> <ul style="list-style-type: none"> All residents should check-out not later than 12:00pm on the next day of the check-out date / tenancy end date. Should the resident fail to check-out according to the check-out time, his/her check-out will be completed on behalf by the Accommodation Officer and the deposit will be forfeited. Should there still be belongings in the room; the Accommodation Officer shall reserve the right to remove them without prior notification to the resident.
<input type="checkbox"/> RENEW	<p align="center">The tenancy period I would like to renew is from:</p> <p>Start: dd/mm/yyyy</p> <p>End: dd/mm/yyyy</p> <p>Notes:</p> <ul style="list-style-type: none"> Please refer to the Accommodation Officer for the correct tenancy periods you're to renew for. The respective semester's rental amount must be paid at least two weeks before the first day of the new semester. A late payment fee of RM 5 will be charged on a daily basis for payment made after the due date.

FOR OFFICE USE ONLY			
Status	<input type="checkbox"/> Renewal Approved <input type="checkbox"/> Renewal Rejected <input type="checkbox"/> Termination Approved	Tenancy Renewed	Start: End:
Staff Name		Rental Amount	RM
Date		Receipt No	

RULES & REGULATIONS (extract):

4.0 Renewal of Tenancy

- 4.1 Tenancy is renewable after the first semester and is subjected to availability. However, priority will be given to new students of the incoming semester intake.
- 4.2 All students will be allowed stay at the Residential Hall for a maximum of 2 consecutive semesters. Thereafter, the tenancy may be renewed, subject to the availability of rooms, and at the discretion of the Student Affairs & Alumni.
- 4.3 Application for renewal/termination of tenancy must be done within the renewal period and by the due date published for each semester by completing and submitting the renewal/tenancy termination form to the Accommodation Officer.
- 4.4 Any late submission of forms after the due date of the respective renewal period will not be entertained.
- 4.5 Failure to submit the tenancy renewal/termination form within the said renewal period will result in auto-termination of the next semester's tenancy for the student. The resident will then have to check-out latest by the current tenancy's end date.
- 4.6 Renewal Status and List of Approvals will be posted within 1-2 weeks after the end of the renewal period. Residents are to check their own status whether their application is approved or disapproved by going through the lists pasted on the notice boards and prominent areas around the Residential Hall's premises.
- 4.7 Residents may appeal if they are not satisfied with their renewal status within the period stated. However, the final decision is at the discretion of the Student Affairs & Alumni. No further appeals will be entertained after the deadline of the appeal submission period.
- 4.8 Residents are not allowed to change their renewal/termination application's choice after the renewal period and once the renewal status is published. The choice/request stated on the form will be final.
- 4.9 Should the resident decide to cancel his/her renewal application request once the renewal application is approved with advance rental has been paid before the new semester's check-in date, his/her advance rental and refundable deposit shall be refunded in full supported by written request from the student. For cancellation of renewal after the new semester's check-in date, the advance rental is not refunded but the deposit is refunded.
- 4.10 For renewal of tenancy, the respective semester's rental amount must be paid at least two weeks before the first day of the new semester. A late payment fee of RM 5 will be charged on a daily basis for payment made after the due date.
- 4.11 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 student.