

1.0 Accommodation Application

- 1.1 All rooms of the Off-Campus Accommodation are rented out on a single or twin-sharing basis.
- 1.2 To secure a place (subject to availability), all application forms must reach the Student Affairs & Alumni Office at least 4 weeks in advance of a new semester.
- 1.3 Each application must be accompanied with a non-refundable booking fee of RM1,000.00
- 1.4 A place would only be secured upon receipt of the non-refundable booking fee and a fully completed Off-Campus Accommodation Application Form.
- 1.5 Payment of the booking fee does not guarantee a place in the Off-Campus Accommodation. All bookings are entertained on a 'first-come-first-serve' basis. In the event the University is unable to provide a room in the Off-Campus Accommodation, the booking fee shall be refunded in full.
- 1.6 The booking fee shall be forfeited in the event of no show by the student

- 3.1 All students may check in to the Off-Campus Accommodation on or after the tenancy start date / check-in date.
- 3.2 Check-in Time are as follows:
 - 3.2.1.1 Monday to Friday: 9 a.m. to 6 p.m.
 - 3.2.1.2 For other times including Saturdays, 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.
- 3.3 Check-out Time:
 - 3.3.1.1 On check-out date / tenancy end date: 9 a.m. to 6 p.m.

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

- 5.5 Deposits will only be refunded should a resident decide not to renew his/her tenancy after his/her stay at the University's Off-Campus Accommodation (except for clauses 5.1, 5.2, 5.4, & 5.5 above), provided that the facilities and amenities of the relevant Off-Campus Accommodation unit have been kept in an acceptable condition after he/she has completed the check-out process. The Accommodation Officer shall decide at its discretion what may be considered 'acceptable.'
- 5.6 In the event that damages have been done upon the properties of the University, the residents deposit will be used to cover the cost of returning the said property to its original state.
- 5.7 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.

Table 2: Illustration of Booking Fees, Accommodation Rentals & Refundable Deposits Summary:

Situations	Booking Fee	Rental	Refundable Deposit
Cancel Accommodation Application	Forfeited	Refunded if fully paid by then	Nil
Early Check-Out	Nil	Fully charged	Refunded
Did not report/show-up/check-in <i>(Within 1 week from the start of the tenancy period / expected check-in date)</i>	Forfeited	Refunded upon written request**	Nil
Check-Out on Tenancy End Date <i>(Completed Check-out process)</i>	Nil	Nil	Refunded**
Failure to perform Check-Out <i>(After Tenancy End Date)</i>	Nil	Nil	Forfeited
Cancel Renewal Application <i>(When renewal is approved and check-in date)</i>	Nil	Refunded if advance is paid**	Refunded

** Terms and Conditions Applied Refer to Section 3 & 5

6.0 Room Assignments & Reshuffling

- 6.1 Students may request for certain rooms or particular roommates to be assigned to them; however, the final decision with regards to room, unit and roommate assignments shall reside with the Accommodation Officer (and they shall be guided by the Rules and Regulations set for the Off-Campus Accommodation).
- 6.2 The Accommodation Officer reserve the right to reshuffle student into different rooms or unit with an advance notice of 2 weeks.
- 6.3 Room/Unit 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 availability and approval of the Accommodation Officer.
- 6.4 A resident is granted no more than one (1) re-assignment of rooms per tenancy period.
- 6.5 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.

7.0 Behaviour & Discipline

- 7.1 Residents are expected to display behaviour, which is acceptable and conforms to the Malaysian custom anywhere within the Off-Campus Accommodation and campus area.
- 7.2 As residents of UCSI University Springhill Campus Off-Campus Accommodation, are expected to carry themselves in a respectable manner. Unbecoming conduct that may embarrass or cause inconvenience to other students, resident

- 8.2 Room cleaning services and common area cleaning services are not provided but can be requested at own expenses with the Accommodation Officer. The resident is required to be present in his/her room/unit when cleaning occurs to prevent any untoward incidents.
- 8.3 All air-conditioners, lights and electrical appliances must be switched off when not in use.
- 8.4 Any electrical components installed or used in the room must have prior approval of the Accommodation Officer. Failure to obtain permission may result in your item being considered as contraband. *(Please ensure you have documented evidence that permission has been given by the Accommodation Officer or the Off-Campus Accommodation Warden for the electrical appliances/components in your room/unit.)*
- 8.5 Electrical items/appliances allowed in residents rooms include hair-dryer, table lamp, table fan, laptop/desktop computers, printer, chargers (phone, camera, and laptop) and radio.
- 8.6 Electrical items/appliances NOT allowed in the Off-Campus Accommodation include slow cooker, rice cooker, toaster, Hi-Fi/home theatre system, water kettle, water heater, vacuum cleaner, iron, mini-fridge, fridge and other high voltage household appliance.
- 8.7 Off-Campus Accommodation 's common area furniture must not be moved into any rooms without the consent of the Student Affairs & Alumni. A penalty will be imposed for failure to comply.
- 8.8 Items allocated for the use of one room cannot be taken by residents to another room without the written permission of the Accommodation Officer/Warden.
- 8.9 Residents are not allowed to attach fixtures that would deface the ceilings, walls, wardrobes and desks in their assigned rooms. If such fixtures are installed and marks are left behind when the

UCSI Hospital: 06-648 9999
If the above cannot be reached, please call 999

***The information contained herein is correct at the time of printing and the University reserves the right to make any amendments without prior notice.*

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