



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-
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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

- 4.7 Without prejudice to the other rights of the University, should there be any damage to the facility and/or cleaning is required because the Room is not in an acceptable condition, the refundable

- 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 Director 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
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without being guilty of any manner of trespass and without prejudice to any other remedies it may have under the law.

Table 1: Illustration of Booking Fees, Accommodation Rentals & Refundable Deposits Summary:

Situations	Booking Fee	Rental	Refundable Deposit
Cancel Accommodation Application within the stipulated deadline	Forfeited		

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

8.8

- 10.11 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.
 - 10.12 Residents are not allowed to paint, make holes in, or 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 fixtures are removed, the resident would be charged for destruction of property. The cost to restore the property of the Residential Hall will be borne by the resident responsible.
 - 10.13 Any damage to the Residential Hall's property must be reported immediately to the Accommodation Officer/Warden. Residents will be charged for all damages except damages caused by normal wear and tear.
 - 10.14 Residential Hall items/properties that are damaged intentionally or due to negligence of the users will be subjected to reimbursements by the residents according to the market rate cost of the items and/or the refundable deposit will be forfeited.
 - 10.15 At no time should residents install their own padlocks or other locks to the doors, wardrobes, drawers and/or cabinet in the rooms.
 - 10.16 The Residential Hall is designated as a "Halal area." Non-halal food/items are prohibited. Such items found will be confiscated and disposed off by the staff with no compensation to the resident(s) involved.
warden
 - 10.17 It is the responsibility of each resident to ensure that his/her doors, windows and wardrobes are locked.
 - 10.18 All residents are responsible to help ensure that all entries and exits to the Residential Hall are locked at all assigned times.
 - 10.19 All Residents are responsible and jointly liable for damage or loss of common facilities within a designated area of the Hostel, towards the cost of repair, repainting or rectification of the facilities, in the event that the cause of such damage or loss to the shared facilities cannot be identified and/or attributed to a single Resident.
 - 10.20 The Accommodation Officer / Residence Hall Warden (or duly authorized Student Affairs & Alumni staff) may conduct a periodic inspection of the premises without prior notification to the residents to ensure all rules are being observed. These inspections may be conducted at any time, including during non-office hours, whether or not the Resident is present.
 - 10.21 Residents must allow UCSI University maintenance personnel to enter their rooms for maintenance purposes, with or without the presence of the resident. Such maintenance exercise must be approved by the Accommodation Officer. Residents have the right to request proof of such permission having been given to the maintenance staff.
 - 10.22 All complaints pertaining to maintenance should be directed to the Accommodation Officer or Residential Hall Warden.
 - 10.23 The assigned Student Affairs & Alumni staff has the responsibility of operating the Residential Hall. For the wellbeing of all, residents should adhere to the instructions of the Accommodation Officer/Warden/Student Affairs & Alumni staff at all times when it pertains to resident life.
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- 13.2.3 All requests to return late to the Residential Hall should not be later than 3:00 am in the morning.
- 13.2.4 The resident is to obtain the Request to Return Late Confirmation Slip as proof of approval for returning late failing which disciplinary actions will be taken.

14.0 Visitors

- 14.1 Visitors, including non-resident friends, fellow residents, family members and relatives are only allowed into the visitors' lounge area or lobby area and the cafeteria section on the ground floor only. This is to prevent any loss of personal properties or untoward incidents.
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- 15.3.3 UCSI University will not be responsible for any items lost/damage from the refrigerator. Any food/items found stored or packed in plastic or paper bags which are not properly labelled would be disposed without any prior notification to the residents involved.
 - 15.3.4 The Residential Hall is designated as a "Halal area". Residents are not allowed to cook or store any non-halal food/items in the microwave and the refrigerator. Such items found will be confiscated and disposed by the staff with no compensation to the residents involved.
 - 15.3.5 The Resident shall observe good habits in the use of Pantry. Plates and utensils are to be washed and cleaned immediately after use. Food scraps and litter should be properly disposed off in the rubbish bin provided.
- 15.4 Bathrooms
- 15.4.1 All bathrooms on all floors of the Residential Hall are equipped with hot water shower.
 - 15.4.2 Residents are not allowed to do any laundry washing (including undergarments) in the bathrooms.
 - 15.4.3 Residents are not allowed to hang their clothes or undergarments in the bathrooms.
 - 15.4.4 Any clothing articles found hanging in the bathrooms would be confiscated and disposed without prior notification to the residents involved.
- 15.5 Laundry Service
- 15.5.1 Laundry service is provided at Block D. Each resident is allowed to send in their laundry 2 times a week with a maximum of 4 kg each load or 8kg per week for Block D.
 - 15.5.2 Laundry service is provided by the Le Quad Hotel in Block E at the rate of RM3.50 per kg.
 - 15.5.3 Any additional laundry services required (e.g. ironing) may be done at the request of the residents themselves at reasonable costs charged.
 - 15.5.4 Dry cleaning, blankets and other services will be separately charged, accordingly to the rate as published by the laundry shop.
- 15.6 Wireless Internet Service
- 15.6.1 Wireless Internet Service is provided throughout the Residential Hall and the whole campus.
 - 15.6.2 Residents will be required to configure their desktop computers or laptops/notebooks at the Computer Services Department in order to utilize the Internet service.
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15.7 Parcel Collection Service
By delivering your personal item(s) to the

