

RESIDENCE APPLICATION FORM

NOTES AND INSTRUCTIONS

1. Please note that application for Sunway College Residence can only be processed after payment of Enrolment Fee to study in **Sunway College Johor Bahru** has been made.
2. The Residence Application Form is to be completed and must be accompanied by an **Application Fee of RM500** (RM100 as Processing Fee and RM400 as part of the rental). Booking is made on a first come, first served basis.
3. Application Fee will be **forfeited** if the student fails to take up the allocated room in Sunway College Residence.
4. Request to change the check-in date must be made at least three (3) working days before the expected check-in date and is subject to availability of rooms.
5. Sunway College Johor Bahru reserves the right not to process any incomplete application forms or where the Residence Application Fee is not paid / amount is incorrect.
6. **Cheques or bank drafts must be crossed and made payable to SUNWAY COLLEGE JOHOR SDN. BHD.**

PERSONAL DETAILS

Name (in BLOCK LETTERS) :																			
Programme Enrolled : _____																			
Intake Date :					Expected Check-in Date :														
DD / MM / YY					DD / MM / YY														
* Failure to state the expected check-in date will render this application null and void																			
* Expected check-in date cannot be more than seven (7) days earlier than intake date.																			
NRIC / Passport No. : _____										Date of Birth : DD / MM / YY									
Race : _____										Gender : _____									
Nationality : _____										Religion : _____									

CORRESPONDENCE DETAILS

Permanent Address :		_____																	

House Phone :										Fax :									
Mobile Phone :										E-mail :									
* Applicants will be notified by E-mail regarding the status of their application. Thus please ensure the e-mail address provided above is VALID and CLEARLY WRITTEN .																			
* Please CHECK your E-MAIL REGULARLY for an update on the status of your application.																			

ACCOMMODATION APPLIED FOR

Booking	ROOM TYPES	* RENTAL DEPOSIT (RM)	* KEY DEPOSIT (RM)	* RESIDENT ID PASS CARD DEPOSIT (RM)	** PROCESSING FEE (RM)	** RENTAL PER TERM {3 MONTHS} (RM)	*** TOTAL INITIAL FEES PAYABLE (RM)	RENTAL PER MONTH (RM)
	Sharing (Twin sharing bedroom)	1000	100	100	100	1500	2800	500
	Private (Single bedroom)	1560	100	100	100	2340	4200	780

Please tick (✓) in the box to indicate your preferred room type. (All requests are subject to availability of rooms)

- * Deposit is refundable (subject to terms & conditions)
- ** Processing Fee and Rental are non refundable
- *** Deduct non refundable application fee paid where applicable

PARENT(S) OR GUARDIAN(S) PARTICULARS

Name of Parent / Guardian : _____
Relationship : _____
Occupation : _____
Company : _____
Contact Address : _____
Office/House Phone : _____ Fax : _____
Mobile Phone : _____ E-mail : _____

EMERGENCY CONTACT

Name of Contact Person : _____
Relationship : _____
House Phone : _____ Fax : _____
Mobile Phone : _____ E-mail : _____

MEDICAL HISTORY

1. Blood Type : _____
2. Allergies : _____
3. Any medical condition which may be of concern.

CHECK-LIST

I hereby enclose the following with this application (please tick (√) where necessary) :

- Two (2) passport-size photographs
 Certified true copy of I.C. (both sides) / Passport Information Page for International Students
 Photocopy of the receipt of payment for enrolment at Sunway College Johor Bahru
 *Cash Bank Draft Telegraphic Transfer Cheque

** Please do not enclose / mail cash together with this application*

PAYMENT

- ❖ Cheques or bank drafts must be crossed and made payable to **SUNWAY COLLEGE JOHOR SDN. BHD.**
Bank : CIMB Bank Berhad **Bank Account No. :** 0122-0003837-05-0 **Swift Code :** CIBBMYKL
- ❖ No prior application for accommodation via letters, telegram, facsimile messages, telephone messages or any method whatsoever shall be entertained by the Residence Operations Office.

RULES AND REGULATIONS (SUMMARY)

1.0 TERMS AND CONDITIONS OF TENANCY

- 1.1 The **minimum** tenancy is for a period of **one (1) full term or three (3) calendar months beginning from the month of check-in**. Any request for **cancellation or premature termination** of the tenancy after check-in will result in total forfeiture of all rentals paid.
- 1.2 Residents can terminate the tenancy, after a minimum stay of one (1) full term, by giving at least one (1) month's written notice. **FAILURE TO GIVE ONE (1) MONTH'S ADVANCE NOTICE WILL RESULT IN THE FORFEITURE OF ONE (1) MONTH'S RENTAL FROM THE HOSTEL DEPOSIT.**
- 1.3 Tenancy at Sunway College Residence will be terminated automatically after (a) one full year's tenancy or (b) eviction of resident or (c) if the resident is no longer a bona-fide full time student of Sunway College Johor Bahru. However, in the case of bona-fide full time students of Sunway College Johor Bahru, tenancy is renewable after one (1) full year, subject to availability of rooms.
- 1.4 Priority of private room (single bedroom) will be given to full-time international students.
- 1.5 Maximum tenancy for a resident is for a total of twelve (12) months, and subject to availability and other terms and conditions for extension beyond the twelve (12) months tenancy.
- 1.6 Residents are required to pay their rental on a term basis:
 - January to March
 - April to June
 - July to September
 - October to December
- 1.7 The rental must be paid by the **FIRST DAY** of each term.
- 1.8 The rental is inclusive of water and electricity charges at a cap of **RM320** per month for each unit. Any amount exceeding the cap will be charged equally among all residents of the unit.
- 1.9 The Residence Operations Office reserves the right to revise the current rates from time to time by giving one month's advance notice.

2.0 CHECK-IN

- 2.1 Check-in is on working days:
Monday – Friday (8:30am to 5:30pm)
- 2.2 In the event a resident wishes to check-in on a day or time other than those specified above, a formal written notice must be submitted to the Residence Operations Office **THREE (3) DAYS** before the expected arrival to facilitate the necessary arrangements to be made. There is no obligation on the Residence Operations Office to entertain those who arrive without notice on days or times not specified.
- 2.3 Students are strongly advised not to check-in **BEFORE THE SPECIFIED CHECK-IN DATE** as the Residence Operations Office cannot guarantee the availability of accommodation should students come in prior to the specified check-in date.

3.0 CHECK-OUT

- 3.1 Residents are required to remove all belongings and vacate the accommodation by 12:00 noon latest, on the specified check-out date. **The Residence Operations Office reserves the right to remove all belongings if this is not complied with and shall not be responsible for any loss or damage caused as a result.**

4.0 REFUND OF DEPOSITS

- 4.1 Application for refund of deposits must be completed using the prescribed form obtainable from the Residence Operations Office.
- 4.2 The deposits will only be refunded **AFTER** the room has been vacated, the keys and the Resident ID Pass Card returned and all other monies due to Sunway College Johor Bahru have been settled.
- 4.3 **The deposit cannot be used to offset any outstanding monies owing to Sunway College Residence.** Residents who check-out from Sunway College Residence without clearing their accounts will have all the outstanding monies deducted from the deposit. An additional **PENALTY** equivalent to one (1) month's rental will be charged to the residents and be deducted from the remaining deposit.
- 4.4 Refund of all deposits will take approximately 6-8 weeks to process from the date the Residence keys and Resident ID Pass Card are returned to the Residence Operations Office. The mode of collection for refund shall be as indicated in the 'Residence Termination Request Form'.

DECLARATION

I, _____, having read the Residence Rules and Regulations, agree to abide by them and wish to apply for a place in Sunway College Residence.

By signing the document, I understand and fully agree:

- That my application will be rejected, or my tenancy agreement will be nullified if I provide false information or fail to disclose pertinent medical and other relevant information.
- That the Application Fee of **RM500** is **non-refundable** in the event that I fail to take up the accommodation for whatever reason.
- That the non-refundable Application Fee of RM500, if I check-in, will be used as payment of Processing Fee RM100 and balance towards partial rental amounting to RM400.
- To accept and pay the current rates of hostel rental on a **term basis (1 term is equivalent to 3 months)**.
- To update the Residence Operations Office immediately upon any change(s) to my personal/ parents'/ guardian's details.
- That the Residence Operations Office reserves the right to adjust and amend the rental rates and any of the terms and conditions stipulated herein or in the Hostel Rules and Regulations as and when it deems fit.

I have read the Personal Data Protection Notice provided by Sunway College Johor Bahru pursuant to section 7 of the Personal Data Protection Act 2010 (http://sunway.edu.my/jb/pdpa/notice_english), which includes the purposes for which my personal data is collected/processed and classes of third parties to whom Sunway College Johor Bahru may disclose my personal data to.

I hereby give consent to Sunway College Johor Bahru to process my personal data in accordance with the Personal Data Protection Notice.

I also hereby warrant that I have obtained all necessary consent from the third party where I have provided their personal information as part of my application (such as information relating to my family members).

Signature : _____ **Date** : / /

Parent's / Guardian's Consent (for applicants below 18 years)

I hereby agree to pay all rentals due on the date stipulated by Sunway College Johor Bahru. I understand and agree that the college has the right to evict my child/ward, due to default in payment of rental. I have also read and fully understand all the terms and conditions governing admission for this application. I hereby apply for his/her place of stay at Sunway College Johor Bahru.

I have read the Personal Data Protection Notice provided by Sunway College Johor Bahru pursuant to section 7 of the Personal Data Protection Act 2010 (http://sunway.edu.my/jb/pdpa/notice_english), which includes the purposes for which my/the student's personal data is collected/processed and classes of third parties to whom Sunway College Johor Bahru may disclose my/the student's personal data to.

I hereby give consent to Sunway College Johor Bahru to process my/the student's personal data in accordance with the Personal Data Protection Notice.

Signature : _____ **Date** : / /

Name of Parent / Guardian : _____

Applicants will be notified by **E-MAIL** regarding the status of their application soonest possible. For more information, you are welcome to contact:

Residence Operations Office

Tel.: +607 359 8710

Fax: +607 359 8720

E-mail: scresidence@sunway.edu.my

Office Hours

Monday – Friday: 8:30am – 5:30pm

Saturday/ Sunday/ Public Holiday: Closed