

Please attach 2 recent photographs here

## ACCOMMODATION APPLICATION FORM

### NOTES AND INSTRUCTIONS TO STUDENT

- Please note that application for residence can only be made after a student has paid the Enrolment Fee to study in Sunway College Ipoh.
- The Accommodation Application Form is to be completed and must be accompanied by a **Processing Fee of RM 150 and 1-month deposit**. Booking is made on first come first served basis.
- If the student fails to take up the allocated room in Sunway College Ipoh Hostel, only the deposit is refundable.
- Request to change check-in date must be made at least fourteen (14) days before the proposed check-in date.
- The Accommodation Management reserves the right NOT to process any late bookings and/or incomplete application form.

### PERSONAL DETAILS

Full Name (in BLOCK LETTERS)	:	_____							
Course / Program	:	_____							
Intake Date	:	<input type="text"/>	<input type="text"/>	<input type="text"/>	Expected Check-in-Date:	<input type="text"/>	<input type="text"/>	<input type="text"/>	
		(Day/Month/Year)				(Day/Month/Year)			
<ul style="list-style-type: none"><li>• Failure to state the expected check-in-date will render this application null and void</li><li>• Expected Check-in-date cannot be more than seven (7) days earlier than intake date and is subject to charges.</li></ul>									
NRIC / Passport No.	:	_____			Date of Birth	:	_____		
Marital Status	:	_____			Gender	:	_____		
Nationality	:	_____			Religion	:	_____		
Permanent Home Address	:	_____ _____							
Contact Number (Mobile)	:	_____							
Contact Number (Home)	:	_____			E-mail	:	_____		

### ACCOMMODATION APPLIED FOR

**SUNWAY COLLEGE IPOH APARTMENT (ALPINE VILLAGE, TAMBUN)**

Please tick (✓) in the box to indicate your preferred type of room.

<input type="checkbox"/> Single room (Non-AC)	<input type="checkbox"/> Twin-sharing (Non-AC)	<input type="checkbox"/> Twin-Sharing (With AC)
<input type="checkbox"/> Single room (With AC)	<input type="checkbox"/> Twin sharing attached bathroom (Non-AC)	<input type="checkbox"/> Twin sharing attached bathroom (With AC)

### IMPORTANT

1. Applicant must pay rental in advance on a quarterly basis (1 quarter is equivalent to 3 months)
2. Sunway College Ipoh reserves the right to assign students to any accommodation to ensure that all hostels are filled.
3. The Hostel Management will try to accommodate special requests wherever possible subject to the availability of rooms. However, **THE FULFILLMENT OF SUCH REQUESTS ARE NOT GUARANTEED**. Applicants who are unsuccessful in securing their preferred room type will be offered the next best alternative.

### **PARENT(S) OR GUARDIAN(S) PARTICULARS**

Name of Parent/Guardian : \_\_\_\_\_  
Relationship : \_\_\_\_\_  
Occupation : \_\_\_\_\_  
Company : \_\_\_\_\_  
Contact Address : \_\_\_\_\_  
Contact Number (Mobile) : \_\_\_\_\_  
Contact Number (Home) : \_\_\_\_\_ E-mail : \_\_\_\_\_

\*All correspondence will be directed to the contact person as specified above

### **EMERGENCY CONTACT**

Name of Contact Person : \_\_\_\_\_  
Relationship : \_\_\_\_\_  
Contact Number (Mobile) : \_\_\_\_\_  
Contact Number (Home) : \_\_\_\_\_ E-mail : \_\_\_\_\_

### **MEDICAL HISTORY**

Allergies : \_\_\_\_\_ Blood Type : \_\_\_\_\_

If you are physically disabled, please state the nature of the disability. If not, please write "Nil".

Any medical condition which may be of concern:

### **CHECK-LIST**

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

Two passport-size photographs

Mode of payment for Hostel rental

Cash       Credit Card/Debit card       Online Transfer       Cheque

### **TYPE OF ROOM AND FEES**

Type of room	Deposit	Processing Fee	Rental per Quarter	Total Initial Fees Payable
Twin-Sharing (Non-AC)	RM275	RM150	RM825	RM1,250
Twin-Sharing attached bathroom (Non-AC)	RM300	RM150	RM900	RM1,350
Twin-Sharing (With AC)	RM350	RM150	RM1,050	RM1,550
Twin-Sharing attached bathroom (With AC)	RM390	RM150	RM1,170	RM1,710
Single room (Non-AC)	RM460	RM150	RM1,380	RM1,990
Single room (With AC)	RM600	RM150	RM1,800	RM2,550


## PAYMENT

- Cheques or bank drafts must be crossed and made payable to Sunway College Ipoh Sdn. Bhd.  
Bank Name: **Maybank Berhad**  
Bank Account No: **5-08467-10044-0** Swift Code: **MBBEMYKL**
- No prior application for accommodation via letters, telephone messages or any method whatever shall be entertained by the Hostel Management.

For more information, you are welcome to contact:

**SUNWAY COLLEGE IPOH**

Tel: +605-5454398 (office)

+6019-368 1096 

Email: infoipoh@sunway.edu.my

## RULES AND REGULATIONS (SUMMARY)

### **1.0 TERMS AND CONDITIONS OF TENANCY**

- 1.1 The minimum tenancy is for a period of **six (6) calendar months beginning from the month of check-in**. 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 six (6) calendar months, by giving at least one (1) month's written notice. **FAILURE TO GIVE ONE MONTH'S ADVANCE NOTICE WILL RESULT IN THE FORFEITURE OF THE HOSTEL DEPOSIT.**
- 1.3 Tenancy is renewable after six (6) months, subject to the availability of the rooms. Priority will be given to new full-time international/ out-station students.
- 1.4 Residents are required to pay their rental quarterly basis, which is three (3) months. The quarterly rental must be paid by the **FIRST DAY** of the quarter. **FAILURE TO COMPLY WILL RESULT IN EVICTION OF THE RESIDENCE.**
- 1.5 The cost for electricity and water will be covered by the college up to maximum of **RM 150.00 PER MONTH PER APARTMENT HOSTEL. EXCESS WILL BE SHARED BY THE TENANTS.**
- 1.6 Any damages, leakage or breakage must be reported to Hostel Management immediately.
- 1.7 All general consumables, for example fluorescent tubes, light bulbs etc. will be the responsibility of those staying in the hostel.
- 1.8 The Hostel Management reserves the right to revise the current rates from time to time by giving one (1) month's advance notice.

### **2.0 CHECK-IN**

- 2.1 Working days  
Monday to Friday: 8.30 am – 5.30 pm
- 2.2 If a student wishes to check-in on a day or time other than those specified above, a formal written notice must be submitted to the Hostel Management **SEVEN (7) DAYS** before the expected arrival to facilitate the necessary arrangements. The Hostel Management is not obliged to entertain those who arrive without prior notice on days or times not specified.
- 2.3 Students are strongly advised not to arrive at their designated hostel **BEFORE THE SPECIFIED CHECK-IN DATE** as the Hostel Management cannot guarantee the availability of accommodation prior to the specified check-in date.

### **3.0 CHECK-OUT**

- 3.1 Tenants are required to remove all their belongings and vacate the accommodation by 12.00 noon latest, on the specified check-out date. **The Hostel Management 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 REFUNDS OF DEPOSIT**

- 4.1 Application for refund of deposits must be completed in the Withdrawal form available at the Registry Office.
- 4.2 The deposits will be refunded **AFTER** the following have been adhered to:
  - a) Room has been vacated,
  - b) The keys returned,
  - c) No damage to the hostel property,
  - d) Rooms are cleaned,
  - e) Utility payment and fines (if any) are cleared (i.e. electricity, water and etc), and
  - f) All other monies due to Sunway College Ipoh have been settled.
- 4.3 Tenants who check-out from the hostel with outstanding fees in their account, will have whatever is outstanding deducted from the deposit.
- 4.4 Refunds of all deposits will take approximately 5 weeks to be processed. The mode of collection of refund shall be as indicated in the prescribed form.

## DECLARATION

I, \_\_\_\_\_ having read the Hostel Rules and Regulations, agree to abide by them and wish to apply for a place in a SUNWAY COLLEGE IPOH HOSTEL.

By signing the document, I understand and fully agree:

- to accept and pay the current rates of hostel rental on a quarterly basis (1 quarter is equivalent to 3 months).
- to update the Hostel Management immediately upon any change(s) to my personal and/or parents'/guardians' details.
- That the Residence Management reserves the right to vary the rental rates and any of the terms and conditions stipulated herein or in the Hostel Rules and Regulations as when it deems fit.

Signature of Student : \_\_\_\_\_ Date : \_\_\_\_\_

Signature of Parent/Guardian : \_\_\_\_\_ Date : \_\_\_\_\_

Name of Parent/Guardian signing this document : \_\_\_\_\_

## ACKNOWLEDGEMENT, AGREEMENT AND CONSENT

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

I hereby give consent to Sunway College Ipoh 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 data as part of my application (such as information relating to my family members).

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

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

Signature of student : \_\_\_\_\_  
Name (as per NRIC) : \_\_\_\_\_  
Date : \_\_\_\_\_

Signature : \_\_\_\_\_  
Name (as per NRIC) : \_\_\_\_\_  
Date : \_\_\_\_\_