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RESIDENCE APPLICATION FORM

NOTES AND INSTRUCTIONS

- 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.
- 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.
- Application Fee will be **forfeited** if the student fails to take up the allocated room in Sunway College Residence.
- 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.
- 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.
- Cheques or bank drafts must be crossed and made payable to SUNWAY COLLEGE JOHOR SDN. BHD.**

PERSONAL DETAILS

Name (in BLOCK LETTERS) :																																																									
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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 is advised to be not more than seven (7) days earlier than intake date, unless upon special request.																																																									
NRIC / Passport No. : _____														Date of Birth : / /																																											
DD MM YY														DD MM YY																																											
Race : _____														Gender : _____																																											
Nationality : _____														Religion : _____																																											

CORRESPONDENCE DETAILS

Permanent Address : _____	
House Phone : _____	
Mobile Phone : _____	
Fax : _____	
E-mail : _____	
* Applicants will be notified by E-mail regarding the status of their application hence, please ensure the e-mail address provided above is VALID and CLEARLY WRITTEN .	
* Please CHECK your E-MAIL REGULARLY for updates on the status of your application as well as the rules and regulations.	

ACCOMMODATION (Please refer to Rental Sheet for latest charges and payment details)

OPTION (√)	ROOM TYPE & DESCRIPTION
	Sharing (Twin sharing bedroom)
	Private (Single bedroom)
	Private (Single stay surcharge for private occupancy of a twin sharing bedroom)

Please tick (√) the corresponding box to indicate your preferred room type. All requests are subject to availability.

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 : _____
Mobile Phone (1) : _____ House Phone : _____
Mobile Phone (2) : _____ E-mail : _____

MEDICAL HISTORY

1. Blood Type : _____
2. Allergies : _____
3. Medical condition(s) which may be of concern (please specify)

CHECK-LIST

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

- One (1) passport-size photograph
 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 Credit Card Telegraphic Transfer Bank Draft / 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. :** 8006091508 **Swift Code :** CIBBMYKL

All hostel bookings must be made via the official Residence Application Form. Requests made via telephone, email or any other method will not be accepted by the Residence Operations Office.

1.1 TENANCY

- 1.2 Any request for **cancellation after confirmation of the allocated room** will result in total forfeiture of all rentals paid.
- 1.3 Residents can terminate their tenancy, 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.** Please refer to the Rental Sheet for the latest charges and further details.
- 1.4 Priority of private room (single bedroom) will be given to international students on Term Rate.
- 1.5 **Term Rate**
- i. A term is defined as THREE (3) consecutive calendar months, commencing on 1st of the month.
 - ii. Advance notice of ONE (1) month prior to check-out is required, otherwise deposit will be forfeited.
- 1.6 **Monthly Rate**
- i. Monthly rental shall be according to a calendar month, commencing on the 1st till the last day of the month eg: 30th or 31st.
 - ii. Extension of stay shall require advance notice of 5 working days, subject to availability.
- 1.7 **Daily Rate**
- i. To reserve a room, a minimum initial payment equivalent to 1-day rental + deposit will be required. No Processing Fee is charged.
 - ii. Extension to stay shall require advance payment equivalent to actual number of days required, subject to availability.
 - iii. Check-in time is 2.00pm and check-out time is 12 noon.
- * Please refer to the Rental Sheet for the latest charges and further details.**
- 1.8 The term basis rental must be paid by the **FIRST DAY** of each term.
- 1.9 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.
- 1.10 The Residence Operations Office reserves the right to revise the current rates from time to time, with advance notice.

2.1 CHECK-IN

- 2.2 Check-in shall be on weekdays, Monday – Friday (8:00am to 6.00pm) except public holidays.
- 2.3 In the event a student wishes to check-in on a day or time other than as specified above, please notify the Residence Operations Office **THREE (3) DAYS** before the expected arrival to facilitate the necessary arrangements. The Residence Operations Office reserves the right to decline check-in arrivals without prior notice outside the official check-in period.
- 2.4 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 arrive 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.**

4.1 REFUND OF DEPOSITS

- 4.2 Application for refund of deposits must be completed using the prescribed form obtainable from the Residence Operations Office.
- 4.3 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.
- 4.4 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.
- 4.5 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 Terms and Conditions of Tenancy, 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 should 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.
- that I am responsible to read, understand and abide by the Hostel Rules & Regulations.
- to update the Residence Operations Office immediately upon any change(s) to my personal/ parent's/ 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 & 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.

For more information, you are welcome to contact:

Residence Operations Office

Tel.: +607 359 8710

E-mail: scresidence@sunway.edu.my

Office Hours

Monday – Friday: 8:00am – 6.00pm

Saturday/ Sunday/ Public Holiday: Closed