

STUDENT ACCOMMODATION APPLICATION FORM

PERSONAL DETAILS

Name of Application as in I/C or Passport																												
IC or Passport No.															Nationality													
Gender	<input type="checkbox"/> Male <input type="checkbox"/> Female														Age													
Religion															Race													
Permanent home address																												
															Postcode													
Contact no.															Email													
Remarks																												

OFF CAMPUS ACCOMMODATION RENTAL RATES**

No.	Description	Monthly Rental Per Person (RM)			
		Without air-cond		With air-cond	
1	Type of Room	Twin Sharing	Single	Twin Sharing	Single
	1. Master bedroom with attached bathroom	RM360 <input type="checkbox"/>	RM680 <input type="checkbox"/>	RM410 <input type="checkbox"/>	RM730 <input type="checkbox"/>
	2. Twin Bedroom	RM290 <input type="checkbox"/>	RM550 <input type="checkbox"/>	RM340 <input type="checkbox"/>	RM600 <input type="checkbox"/>
	3. Single Bedroom	N/A	RM380 <input type="checkbox"/>	N/A	RM430 <input type="checkbox"/>
2	Type of Condominium Unit	Monthly Rental Per Unit			
		Without air-cond		With air-cond	
	1. Type A (1,060 sq.ft) • 4-rooms unit	RM1,550 <input type="checkbox"/>		RM1,750 <input type="checkbox"/>	
	2. Type B (930 sq.ft) • 3-rooms unit	RM1,450 <input type="checkbox"/>		RM1,550 <input type="checkbox"/>	
3	Guest Stay	Daily Rental for parent			
	1. Single Room	RM45 per night <input type="checkbox"/>			
	2. Twin Room	RM80 per night <input type="checkbox"/>			
	3. Master Room	RM100 per night <input type="checkbox"/>			
	4. Deluxe Room (4 Beds)	RM140 per night <input type="checkbox"/>			

** Rental applicable from 1st January 2009.

ON CAMPUS ACCOMMODATION RENTAL RATES

Room Type	Single Occupancy	Twin Sharing
Air conditioned	RM650 <input type="checkbox"/>	RM400 <input type="checkbox"/>

FOR OFFICE USE ONLY

Counsellor		Signature	
Room no.		Room Type	
Receipt no.		Receipt issued by	
Deposit <input type="checkbox"/>			
Rental <input type="checkbox"/>			
Extension <input type="checkbox"/>			
Remarks			

TERMS & CONDITIONS FOR RESIDENTIAL OCCUPANCY

1. Students must pay **two (2) months deposit and five (5) months rental** in advance (non-refundable) for a minimum of five (5) months tenancy before they move in the accommodation. Failure to fulfill the payment requirement (2+5) may result in students not allocated a room. A minimum of RM50.00 rent per day or the maximum of one month's rental is charged for students who stay less than a month.
2. Deposits are refundable only upon completion of the (five) 5 months tenancy and submitting a notification in writing two-months advance notice before termination of tenancy. Deposits refundable are subject to necessary deductions for short notice, overstayed, breakages, repairs, replacement and utility arrears and others. Processing of the refund will take two months from the date of submission of official Refund Form (keys must be returned & check out procedures must be done at the warden's office).
3. RM100 processing fee is chargeable for student's request for room changes (subject to availability).
4. Keys locked in the room will be charged a service fee of RM10.00. Replacements of lost keys are chargeable at RM20.00 per set. Replacement of access card is chargeable at RM50.00 per card.
5. Limkokwing University is not liable for any loss or damage to student's own personal valuables, documents or belongings.

Termination of accommodation contract prior to completing five (5) months stay

1. It is mutually agreed that in case the student wishes to terminate the tenancy agreement prior to the expiry of the five (5) months tenancy that this will result in the advance rental being forfeited.
2. At the end of five (5) months stay If the student wishes to terminate their tenancy agreement, they must give the International Student Office **two (2) months advance notice** in writing and present their original receipts for verification.

Basic House Rules

All residents for off-campus accommodation must adhere to basic house rules. These include:

- No loud music or noise that may disturb neighbors
- No consumption of drugs and alcohol
- No visitors after 10 pm
- No pets or animals

For more details, please read the students accommodation rules and regulations. Rules and regulations would be given upon registering at our accommodation

**It is compulsory for ALL International students to stay on the university accommodation for their first semester (5 months).*

For **reservation** to a room, student have to pay **2 months Deposit** in advance which is payable to **MALAYSIAN CREATIVE CAPITAL SDN. BHD.** Bank account no. A/C: **512446-202245** at **Malayan Banking Berhad (Maybank)** Cyberjaya, Selangor, Malaysia. (swift code: MBBEMYKL) & kindly fax us the **bank-in slip** to **International Services office**, Fax no. 03-8318 7913.

I hereby acknowledge of having read and fully understood all the above Rules and Regulations and agree to accept and abide by them without dispute.

Student's Signature
Name
Date

Staff on duty
Name
Date