

ACCOMMODATION APPLICATION FORM**Consortium Support Services Sdn Bhd (CSS)**

No. 9, Jalan Teknologi, Taman Sains Selangor

Kota Damansara PJU 5, 47810 Petaling Jaya

Selangor Darul Ehsan, Malaysia

Tel: 603-6145 2752

Fax: 603-6145 2753

E-mail: hostelkd@segi.edu.my

UNIT NO:

Photograph

HOW TO COMPLETE THE FORM:

1. Please write in BLOCK LETTERS.
2. A passport-size colour photograph is required.
3. Please read and understand the *Terms and Conditions of Hostel Accommodation* before submitting the accommodation application form.
4. Payment can be made by cash, cheque or international money order to or made in favour of the respective institution you are registered as a student, i.e “SEGi University Sdn Bhd” (if you are registered with SEGi University) or “SEGi College (KD) Sdn Bhd” (if you are registered with SEGi College Kota Damansara).

STUDENT PARTICULARS			
Name (as in NRIC/Passport)			
NRIC/Passport No		Student No	
Gender	<input type="checkbox"/> Male <input type="checkbox"/> Female	Date of Birth/ State	
Race		Religion	
Nationality		Country	
Contact No (Please include all international codes)			
Email			
Home Address			
Medical Insurance/ History			
PARENT/GUARDIAN TO CONTACT IN CASE OF EMERGENCY			
Parent/Guardian Name			
Relationship			
Contact No (Please include all international codes)			
Address			
Email			
ENROLLMENT DETAILS			
Programme Enrolled			
Intake Date		Arrival Date	
Programme Duration			
Marketing Staff Name		Signature & Date	

						FILLED BY CSS			
Pls (√)	No of Pax Per Unit	Room Type	Hostel Deposit (RM)	1 st Month Rental (RM)	Advance Rental for last two months of Contract (RM)	Pro-Rated Calculation if Check In Mid month (RM)	Total Payment (RM) + RM50 Access Card	Contract Period (to state month/year)	Sign by CSS and Date
SEGi RESIDENZI (CASA)									
	3 Pax (A/C)	Master	1300.00	1300.00	2600.00				
		Middle	1060.00	1060.00	2120.00				
		Small	700.00	700.00	1400.00				
	5 Pax (A/C)	Master	650.00	650.00	1300.00				
		Middle	530.00	530.00	1060.00				
		Small	700.00	700.00	1400.00				
	5 Pax (Non A/C)	Master	550.00	550.00	1100.00				
		Middle	450.00	450.00	900.00				
		Small	600.00	600.00	1200.00				
	7 Pax (A/C)	Twin	530.00	530.00	1060.00				
		Single	700.00	700.00	1400.00				
	7 Pax (Non A/C)	Twin	450.00	450.00	900.00				
		Single	600.00	600.00	1200.00				
	10 Pax (Non A/C)	Standard	300.00	300.00	600.00				
SEGi ON CAMPUS – MARS/VENUS									
	3 pax	Standard	550.00	550.00	1100.00				
	2 pax	Standard	550.00	550.00	1100.00				

Access Card Assigned:

Room Key: _____

_____ CSS Stamp and Date

FOR BURSARY USE ONLY

Payment Received:

Total Payment : RM _____

Receipt No: _____

Received by : _____

Date : _____

STUDENT'S DECLARATION

1. I understand and accept the *Terms and Conditions of Hostel Accommodation* (See Appendix).
2. I declare that the particulars in this application are true and I have not willfully suppressed any material fact. Any misrepresentation or omission of information will render me ineligible for students' accommodation.
3. I undertake to abide by the terms and conditions of the student accommodation or else my conduct may be reported to SEGi which could result in my expulsion, suspension or other disciplinary action by SEGi.

.....
Student's Signature

.....
Date

APPENDIX

Consortium Support Services Sdn Bhd (“CSS”) has been appointed to manage student hostel for SEGi University and SEGi College Kota Damansara (“SEGi”). The rental of student accommodation shall be subject to the terms and conditions below.

Terms and Conditions of Hostel Accommodation

A. General

1. Only a student registered in programmes or courses delivered at SEGi may apply for student’s accommodation.
2. The management of CSS reserves the right to reject any application or terminate any accommodation if information given is not complete or accurate or later found to be not complete or accurate.
3. CSS shall accept no responsibility whatsoever for any loss or damage including property, valuables or personal belongings of the student who has the sole responsibility to keep his/her property, valuables or personal belongings secured at all times.
4. The terms and conditions stated herein may be periodically reviewed and subject to change accordingly without prior notice.

B. Accommodation

1. Allocation of Room

- a. All rooms are allocated on a first-come-first basis and subject to availability.
- b. The allocation of room to student is at all times the sole discretion of CSS.
- c. CSS will however endeavor to fulfill the student’s preferred choice of accommodation and will recommend an alternative accommodation for the student’s consideration in the event that the requested accommodation is unavailable.

2. Duration of Accommodation

- a. The mandatory duration of accommodation is **six (6) months** commencing on the commencement date of the accommodation calculated based on paragraph 2(b) below.
- b. The commencement date of accommodation is calculated as the earlier of (i) date reserved by the student to check-in under paragraph C2 (Payment) below; or (ii) the actual date the student checks-in; AND
 - (aa) if the date is **on or before** the 15th day, the check-in date will be calculated starting from the 1st day of the same month; OR
 - (bb) if the date is **after** the 15th day, the check-in date will be calculated starting from the 1st day of the following month.

For example:

Check-in Date (either reserved or actual, whichever earlier)	Remarks	Mandatory Accommodation Expiry Date
15 January	<i>Treated as checked-in on 1 January</i>	30 June
16 January	<i>Treated as checked-in on 1 February</i>	31 July
15 February	<i>Treated as checked-in on 1 February</i>	31 July
31 October	<i>Treated as checked-in on 1 November</i>	30 April of the following year
1 November	<i>Treated as checked-in on 1 November</i>	30 April of the following year

- c. Subsequent renewal of occupancy is not allowed. The student must re-apply for accommodation if he/she wishes to stay in the room. However, rooms are allocated subject to availability at the discretion of CSS and CSS does not guarantee the availability of a room to the student or that the student will be allocated the same room.

- d. If CSS grants the student accommodation upon re-application, the following shall apply:
 - i. CSS reserves the right to allocate the student with the same or different room;
 - ii. the room rates shall follow the current rates at the time the re-application is approved;
 - iii. CSS may offer the student a room of a different type (hence different price) where the student shall have the choice to either accept or decline;
 - iv. the student's Hostel Deposit paid earlier will be transferred to the re-applied accommodation and the student shall be required to top-up any difference if insufficient based on the current rate;
 - v. CSS reserves the discretion whether to require the student to pay the Advance Rental.

3. Change of Room

- a. In the event the student wishes to change his/her room, the student shall at all times give CSS **fourteen (14) days** written notice in advance. All rentals during the notice period must continue to be paid.
- b. Upon occupying the new room, the student will be charged according to the new room rental rate and may be required to top up any difference in the Hostel Deposit and Advance Rental, if applicable.
- c. In relation to a request for room change, CSS will endeavor to fulfill the student's request provided there are available rooms. If within one (1) month CSS cannot fulfill the student's request, CSS shall inform the student and the student shall have the choice to either terminate his occupancy or continue to occupy the same room.

4. Relocation of Room

- a. CSS further reserves the right, at any time (including where the student has been allocated a room and is occupying the same), by giving at least fourteen (14) days advance written notice ("Relocation Notice"), to relocate the student to another room at the same or different location. The new room shall be, to the best of CSS endeavours, substantially equivalent to the standard and facilities provided of the previous room occupied by the student. The student shall be charged the same room rental rate as he/she previously was charged and shall be deemed a continuation of the previous arrangement of room occupancy on the same terms and conditions. The student must vacate the room upon expiry of the Relocation Notice and move his/her belongings to the new room designated for the student.

C. Payment

1. All payments in relation to this hostel accommodation are to be paid to the respective institution the student is registered with, i.e "SEGi University Sdn Bhd" (if registered as student of SEGi University) or "SEGi College (KD) Sdn Bhd" (if registered as student of SEGi College Kota Damansara).
2. The student must pay one (1) month's rental (based on room type selected) to process the student's booking of a room. The monies are refundable if no room is available for the intended check-in date. If the room is available, CSS will confirm the reservation and the monies will be credited by CSS as reservation fee and rental for the first month. The room will be reserved for the student up to **one (1) month only** from the reserved check-in date. There will be no refund of monies paid in whatsoever circumstance once monies are so credited by CSS.
3. Upon actual check-in, the student shall be required to pay the balance of Hostel Deposit (equivalent to 1 month rental) and Advance Rental (equivalent to 2 months' rental). Failing which, CSS reserves the right to evict the student and forfeit all monies paid.
4. The Advance Rental paid will be allocated as payment for the 5th and 6th month rental paid for the Mandatory Duration of Six (6) Months Accommodation. The student shall pay promptly the monthly rental in advance on or before the 7th day of each month up to the 4th month.
5. All deposit paid shall be held by CSS during the period of occupancy and shall be refundable by CSS to the student free of interest at check-out, less such sum as may be due in respect of any breach by the student in the due performance of the terms and conditions herein (e.g any accrued rental, or expenses for damage caused by the student).
6. All deposit and rental paid are non-transferable.
7. All money refundable under the terms and conditions hereof must be claimed by the student or the student's parent/guardian/sponsor within **sixty (60)** days from the check-out date failing which, CSS shall be entitled to forfeit the said money and it shall no longer be claimable.
8. Where the student defaults in payment of any rental charges, CSS shall be entitled to give written demand to the student to pay within the period stipulated on the demand. Should the student still fail to pay, CSS shall be entitled to deduct from the student's Hostel Deposit and require the student to top-up the deposit.
9. Where a student:
 - a. fails to pay the (i) monthly rental; or

- b. (ii) any part of the rental bill; (iii) or where CSS makes deduction from the student's deposit (for any reason) and that the deposit is exhausted, and the student fails to top up the deposit upon request to do so;

CSS shall be entitled by written notice to require the student to vacate the room within seven (7) days. Any monies owed by the student (whether rental or expenses for damage done by the student, etc) shall be set off against any monies of the student held by CSS (if any). If there is still any excess owing by the student, CSS shall be entitled to require the student to pay such excess.

D. Early Termination (before completion of Mandatory Six (6) Months Accommodation)

1. In the event the student is unable to fulfill the requirement to reside for the Mandatory Duration of Six (6) Months, the following shall apply:
 - a. The student must give notice in writing at least fourteen (14) days in advance of his intention to terminate the accommodation;
 - b. The student must pay rental up to the full month of the final month in which he checked-out regardless on which day in the final month that he checks-out. For illustration, if a student:
 - (i) checks-in and then checks-out in the same month, that full month's rental is payable;
 - (ii) checks-in and then checks-out in the next following month, the pro-rated rental of the checked-in month *plus* the full months' rental of the checked-out month is payable;
 - (iii) checks-in and then several months later checks-out (but not fulfilling the six months mandatory accommodation) all the period the student has stayed *plus* the full month's rental of the check-out month is payable.
 - c. CSS shall be entitled to be compensated for the student's breach by receiving payment equivalent of two (2) months' rental as a liquidated and ascertained damages and may set off the same against the Advance Rental; and if the Advance Rental is insufficient, to set off the difference from the Hostel Deposit. If the Advance Rental /Hostel Deposit is not available or insufficient, then the student must pay or top up the difference.
 - d. The student's Hostel Deposit (if still available) shall be refundable to the student subject to deduction for any damage to property, breach or non-compliance to the *Terms and Conditions of Hostel Accommodation* or any deduction under paragraph (c) above.

E. Access Card

1. Should a student be placed in a residence which requires access card, the student is required to return the access card without damage at check-out, failing which a sum of RM 50 will be deducted from the Hostel Deposit.

F. Additional Premiums or Administration Fees

1. The published rental rates are inclusive of the normal services (e.g warden services, utilities and/or Wi-Fi supplies, common facilities access) in proportion to the amount of rental rates paid as published. Should the student abuse the usage of services, CSS shall be entitled to charge additional Premiums or Administrative Fees.
2. CSS reserve the right to charge additional Administrative Fee of RM1.00 per day on the outstanding amount due to the student failure or delay to pay the monthly rental by the due date stipulated in paragraph C(4).

G. Check-in/Check Out Hours

Check-in/Check Out hours are below:

Monday to Friday: 9.00 am to 5.30 pm
Saturday: 9.00 am to 1.00 pm

CSS reserves the right to reject any students who wishes to check-in or check out outside the times set out above.

H. Other Conditions

1. At all times, the student shall comply with these *Terms and Conditions of Hostel Accommodation*, the House/Building Management Committee's Rules, Student Accommodation Rules and the directions/instructions of CSS (including the wardens) and CSS reserves the right to terminate the occupancy and evict a student who is in breach. Any misconduct or inappropriate behaviour by the student may be reported by CSS to SEGi which may result in disciplinary proceedings or other action taken by SEGi under SEGi's rules and regulations. SEGi University and Colleges Group's privacy notice and privacy policy shall also apply.