ACCOMMODATION OFFICE

RESIDENT CONTRACT
2025/2026

ENRICHMENT FOR LIFE

RESIDENT CONTRACT

This Resident Contract covers on campus, off campus and other types of accommodation provided by Nilai University (Nilai U)

All residents are required to adhere to the Nilai University Rules, Regulations and Code of Conduct as may be stipulated by the Nilai U from time to time. In the event a resident is found violating any one of the said Rules, Regulations and Code of Conduct, the resident will be referred to the Disciplinary Committee, which holds the right to terminate the tenancy of a resident in accordance with the provisions and procedures set by the Nilai U.

Accommodation Office reserves the right to impose new rules or amend the existing contract in connection with the hostels/apartments/rooms from time to time, and such additions and amendments shall be notified to residents accordingly.

Students should read carefully all information on all official correspondence, notice boards and other sources of information for students to be aware of changes and updates to the information published herewith and also in the other handbooks.

All information is correct at the time of printing.

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1. **Terms and conditions for occupancy**

1.1 All rooms are let out on a semester basis and are subject to the satisfactory enrollment of the residents by the Office of Admissions and Record (OAR). Residents are required to vacate the rooms immediately in the event that their enrollment is not acceptable to the OAR or residents decided to defer their studies in any particular semester.

1.2 Residents may terminate their contracts at any time during the tenancy agreement in accordance with the provisions and procedures set by the Nilai U.

1.3 Deposit is refundable after deduction (if any), if the resident has not violated any Accommodation Rules and Regulations.

1.4 A resident resides in a hostel at the absolute discretion and pleasure of Nilai U.

1.5 The Nilai U may require a resident to vacate his/her residence or to transfer his/her residence to a different accommodation provided by the Nilai U at any time, at the discretion of the Nilai U.

2. **Checking in / out and withdrawal procedures**

2.1 All residents are required to check-in and check-out at the Accommodation Office (AO) during office hour, Monday to Friday, (8.00am – 5.00pm) and residents are not allowed to ask anyone to check out on his/her behalf or else, the AO will impose a fine as listed in Table 4-1. All payments must be made before residents are allowed to check into the room. Residents shall comply with the rules and procedures for checking in/out. For more details, please refer to AO Notice Boards from time to time.

2.2 Payment of hostel fee is administered according to the rules set by University. The rental is payable by semester basis. Rental for the first month of the semester shall be paid based on the following check in date:

Check in date	**Rental**
1st till 10th of the month	Full hostel fee

16th onwards	50% of the hostel fee

All new students can check in 3 days prior to the Registration Day of the intake.

2.3 In the event of graduation or withdraw from accommodation, the duly completed accommodation withdrawal form must be submitted to the Accommodation Office within 2 semesters for refundable deposits. Failure which, the deposits will be forfeited.

3. Assignment of rooms

3.1 Room assignment is at the absolute discretion of the AO, and it shall be on a first-come-first-serve basis. In order to secure a place, the applicant must have paid the rental charges plus the deposit in full. Rental paid is not refundable or transferable. The AO reserves the right to reassign and relocate residents to any room without any explanation. Preference shall be accorded to those who have special needs.

3.2 Residents are not allowed to check into the room without complete the procedure at the Accommodation Office or; exchange rooms without the prior approval from the AO failing which the Nilai U may terminate their contract immediately.

3.3 Residents who wish to change room must apply at AO but subject for approval. An administration fee of RM50.00 will be charged for change room purposes.

3.4 Residents shall not duplicate any key(s) issued by AO and/or the Nilai U for any purpose. [Fine- Refer Table 4-2]. This constitutes a serious offence.

3.5 Replacing or borrowing room key – residents are responsible to keep their key with them at all time. An administrative fee of RM20.00 will be charged during office hours 8.00am-5.00pm, after office hours or weekend and Public Holidays is RM50.00 should residents need to borrow keys from the AO or the Resident Fellow or Security. For lost of room key or broken room key, a fine of RM50.00 will be imposed on the resident for a replacement of the key.

4. Duration of residency

4.1 The duration of the resident's residency will be for a continuous period of one semester commencing from the start of the orientation week and ending on the last day of the semester. In the event that the resident desires to continue staying in the Nilai U Accommodation the next semester, he/she must apply to extend the duration of his/her residency during the renewal period. Please refer to the Table 6.

4.2 Students are allowed to defer / postpone the renewal rental paid to next semester by informing the AO in writing before or on the 1st day of registration. However, this deferment / postponement is only allowed once. There will be no rental refund, if the students fail to register in the following semester. The students are required to vacate the room immediately. In the event of deferment or completion of study, students are required to vacate their rooms completely. Extension of stay is not permitted.

4.3 Once students have checked-in the rooms, there will be no refund or deferment / postponement of the balance of rental to next semester. Students must check-out and vacate the room once they have applied for deferment / postponement of their studies in the current semester at Office of Admissions and Records.

5. Safety, security and welfare of residents

5.1 Residents are required to report to the security personnel at the guardhouse should there be any breach of security in the Nilai U Accommodation or within the campus.

5.2 Residents may also seek assistance from the Resident Fellow. Please refer to clause 17.2 for details.

5.3 No organised activities of any kind are to be carried out after 10.00 pm around the Nilai U Accommodation area with the exception of Nilai U arranged activities and/or any special occasions approved by the AO.

5.4 The Nilai U Security personnel will conduct checks on the Nilai U facilities and residents are required to render their fullest co-operation at all times. The Nilai U Security personnel can at any time repossess the Student Identification Card (Student ID) for security purposes and hand them over to the Resident Fellow or the AO, if so required.

5.5 Residents who are found to have non-resident visitors in their room/apartment will be reported to the AO or Resident Fellow and the residents' ID could be withheld for further investigation.

5.6 Residents are required to register their outings in the guardhouse in order to be contactable in case of emergency. Residents who are planning to stay overnight elsewhere are advised to inform their parents and Resident Fellow or the AO.

5.7 All visitors must report to the guardhouse where they will receive a Visitors' Pass. Visitors are allowed in the Nilai U hostel's common area until 10.00pm. Residents are strictly prohibited to invite guest(s) to stay overnight.

5.8 Residents, who wish to leave the campus after 11.00pm, must leave their particulars at the guardhouse.

5.9 Any resident who finds his/her roommate(s)/housemate(s) missing for more that 48 hours, must report to the AO immediately. This is to enable the University to take immediate action if any untoward incident had taken place.

5.10 Residents who own vehicles must obtain car stickers from the Department of Student Affairs; otherwise their vehicles will not be allowed into the campus grounds.

5.11 Residents are required to lock the door of the room / apartment / house. If residents fail to do so. A fine will be imposed. [Fine- Refer Table 4-3].

6. Visitors

6.1 Residents are prohibited from inviting outsiders or other students to stay in their rooms or the apartments. Anyone caught residing in the room will be treated as an illegal squatter. The resident will be expelled from the hostel, his/her deposit will be forfeited and no rental will be refunded to him/her. Penalty of one semester rental will be imposed on each of the illegal squatter.

6.2 Residents are to ensure that male or female visitor/s are prohibited from entering the respective apartment/room/hostel blocks occupied by the opposite sex. Any residents who fail to comply with this rule and any residents who enter the apartment/room/hostel blocks occupied by the opposite sex shall be subject to disciplinary proceedings, which may include a fine(s) and/or suspension of accommodation privileges and/or expulsion from the Nilai U.

6.3 Residents are personally responsible for ensuring that all visitors comply with all Accommodation Rules and Regulations at all times, and that their visitors do not cause any inconvenience to other residents.

7. Valuables items

7.1 It shall be the responsibility of the residents to safeguard their own valuable items.

7.2 For the protection of the residents' personal property and that of the residents' roommate or apartment mates, the residents are advised to lock their room, apartment door at all times and to padlock their room door whenever they leave their room unattended. All residents are required to hand over the padlock spare keys to the AO and to generally facilitate access to their rooms, failing which the padlock will

be cut at the cost and expense of the resident (without prior notice) during spot checks or when access to the room is required.

7.3 The Nilai U shall not be held responsible for:

- any damage or theft of the resident's personal property, money and any other items left by the resident in the room or apartment;
- any injury whatsoever or damage to property of residents, their guest(s) or any other persons resulting from residents' or their guests' recklessness, willful negligence, or negligent use of the apartment/room and the privately-owned or university-supplied property or furnishings.

8. Spot checks

8.1 The AO, Buildings & Grounds Office (BGO), Security Office and Resident Fellow shall be authorised to conduct spot checks at any time in the Nilai U Accommodation individually or in a group to maintain:

- Discipline; Cleanliness; Security; Usage of Electrical Appliances and for any other purpose(s) as the Nilai U may deem desirable from time to time.

8.2 During spot checks authorised Nilai U officers should check and retain residents' ID, confiscate possessions for further action such as :

- unauthorised electrical appliances
- evidence/ items relating to smoking, gambling, alcoholism, pornography or any other illegal activities.

8.3 The AO reserves the right to make spot-checks at any time during the semester without prior notice. In the event that any of the scheduled items (as listed in Table 1) is found to be either damaged or missing, the AO shall charge the residents accordingly, based on the schedule of charges as stated in Table 3. Should the charges levied be not settled within one week the AO should then make the necessary deductions from the deposit paid, and should the damage exceed the amount paid as deposit the AO shall issue a letter requesting for the payment. Should the respective resident fail to settle the full amount, the AO shall then submit a report to the Office of Admission and Records to have his examination results suspended.

9. Force majeure

9.1 In the event that the hostel / apartment / room or any part thereof which is the subject of this contract should be damaged at any time by fire or explosion or any cause beyond the reasonable control of the Nilai U so as to be partially or totally unfit for residents' occupation or use, then in every such case the Nilai U shall have the right to immediately terminate this contract.

9.2 The Nilai U shall not be liable to the resident for any damages occurring as the result of such termination. However, the Nilai U shall have absolute discretion to refund pro rata part of the rental (except where the damage is caused or contributed by the act or default of the tenant) that is proportionate to the period of the semester where the Nilai U is unable to provide accommodation due to the said termination of tenancy.

10. Cleanliness, maintenance, repairs, damages and vandalism

10.1 Residents are personally responsible for the tidiness and cleanliness of the room/apartment at all times. [Fine – Refer Table 4-4] Residents who standard of housekeeping is not acceptable will be asked to rectify the situation. Should

there be no improvement, the bedroom or unit concerned will be cleaned by the cleaning staff and the charges incurred will be billed to the residents. Housekeeping standard is in view of AO/ Resident Fellow whose decision will be final and not subjected to debate.

10.2 The residents must cover their mattress with their own bed-sheets at all times. A penalty will be imposed for failure to comply. (Refer Table 4-4)

10.3 Residents are to make immediate report to the AO of any maintenance and repairs needed. The AO will then contact the BGO for their services.

10.4 Residents must allow maintenance personnel to enter their room to carry out such repairs.

10.5 In order to facilitate the maintenance of the Nilai U Accommodation and to conduct repairs on the same, the BGO shall be authorised to enter the residents' room without

prior notice. Where possible, residents are encouraged to make prior appointments for the maintenance work to be completed in their rooms.

10.6 Residents are not allowed to:

- Hammer or affix nails or screws or stick tapes on the walls, or draw or paint or otherwise deface the walls, doors or furniture, or otherwise render the same to be damaged, defective, unsightly or unusable.
- Remove any Nilai U properties including television, refrigerators and furniture from the common areas for their personal use.

10.7 Residents are expected to pay for the costs involved in cleaning, repairing or re-painting of their room if they are not maintained in the conditions they were in at the beginning of the check in expect for normal wear and tear.

10.8 Vandalism is viewed as a serious offence that involving functional/cosmetic damage to property belonging to the University / other resident. Residents found guilty of committing such an offence will subject to strict disciplinary action including fine, expulsion from Nilai U Accommodation or / and University. The cost of making good any item vandalized will be charged accordingly to the residents.

11. Alcoholism, smoking, gambling and prohibited items

11.1 Residents are prohibited from possessing any sort of firearms, drugs, fireworks, explosives or any dangerous items or weapons or any items prohibited by the laws of Malaysia. If caught, the University is obliged to report to the authorities.

11.2 Residents are strictly prohibited from engaging in the following and a fine will be imposed as listed in Table 4-5:

- consumption and possession of alcohol;
- consumption and possession of cigarettes or any other forms of smoking paraphernalia;

- gambling.

and all related items to the above four items (Refer to the notice boards or Accommodation Office).

12. Cooking

12.1 For safety reason, cooking using gas stoves / ovens is strictly prohibited in the room / apartment. Unauthorised usage of such appliances may result in the appliances being confiscated by the Nilai U and a fine will be imposed as listed in Table 4-6.

12.2 However, light cooking with the use of rice cooker, slow cooker, hot plate and toaster is allowed only in the common kitchen / pantry or any other area designated by the AO in writing. Usage of any of these cooking appliances will be subjected to the respective fees specified under Table 2.

13. Electrical appliances, furniture, fixtures and fittings

13.1 Residents are not permitted to bring in additional furniture, fixtures and fittings and make use of electrical appliances in their rooms without prior approval of the AO. A list of items that are permitted or prohibited to be brought in and used in the Residents' rooms is listed in Table 2 (Restrictions on the use of Electrical Appliances, Furniture, Fixtures and Fittings). The Nilai U reserves the right to conduct checks in any rooms pertaining to the use of unauthorized items in the rooms. Residents who wish to bring in and use approved appliances/items are required to obtain written permission from the AO by submitting an application form, which can be obtained at the AO.

13.2 All electrical appliances must be fitted with three-pin plugs (with earth wire).

13.3 In the event of a resident's failure to declare any electrical item. [Fine – Refer Table 4-15]

13.4 Any wire extension either from the common room / rooftop / another resident's room into the resident's room is strictly prohibited for the safety reason. [Fine – Refer Table 4-7]

14. Code of conduct and guide for residents living in hostels/apartments

14.1 Residents to act in a fit and proper manner at all times, treat both the property and neighbours-fellow students, staff and members of the local community – with due respect, regard and consideration.

14.2 Residents are advised to maintain a peaceful environment at all times. Audio equipment is to be operated at a reasonably low volume whereby the sound will not be heard from outside the room and wherever possible to be used with headphones.

14.3 A resident shall, when using the hostel premises and the facilities therein, take care to ensure that he/she does not cause any convenience, annoyance, obstruction or nuisance to other residents.

14.4 The University is not responsible for any loss or damage to the vehicles parked within the hostel/University premise.

14.5 No resident shall drive or ride any vehicle on any corridor, verandah, five-foot way, and courtyard or in any part of the hostel building.

14.6 No resident shall park any vehicle at any corridor, verandah, five-foot way, and courtyard or in any part of the hostel building, or in any manner to cause danger, obstruction or inconvenience to any other person or vehicle.

14.7 Lights and fans are to be switched off whenever the residents are not in their rooms.

[Fine – Refer Table 4-8].

14.8 Residents are strictly prohibited from using candles and mosquito coils.

14.9 Residents are strictly prohibited from bringing any kind of animals or pets within the Nilai U Accommodation or any part of the common area. [Fine – Refer Table 4-9].

15. Disciplinary actions on breach of contract and misconduct

15.1 Any breach of contract and/or misconduct/indecent behaviour (any act that right minded individuals would find socially unacceptable or irresponsible) will be subjected to disciplinary actions. Sanctions imposed on offenders may include a fine and/or termination of accommodation privileges and/or expulsion from the Nilai U. Please refer to details Table 4.

15.2 The AO reserves the right to remove and confiscate items/appliances, which are prohibited under the Accommodation Rules and Regulations.

15.3 The offenders shall not be entitled to claim for refund of accommodation deposit and rental or fees paid in the event that accommodation or Nilai U privilege(s) are withdrawn as a result of the offenders' breach of contract and/or action(s) taken by the University as a result of the offender(s)' misconduct.

15.4 At all times, it is imperative that all rules and regulations are strictly adhered to, failing which Nilai U shall forfeit all refundable deposits.

16. Business in the hostel / apartment

16.1 Students are strictly prohibited to use Nilai U's facilities and / or services to conduct any kind of trade or income/non-income generating activities in the hostel.

17. Emergency contact numbers

17.1 In case of an emergency situation after office hours, please contact (i) the Security personnel at 06-8501569 or (ii) Resident Fellow.

17.2 If you encountered difficulty situation in the hostel, you may contact the Resident Fellow, please report to AO during office hours.

Emergency Contact Numbers: -

No	Contact	Contact No.
1	24-hour Security Line	06-8501569
2	Accommodation Office (Monday to Friday, 8.00am to 5.00pm)	06-8502338 ext. 292/435/414

TABLE 1

SCHEDULED ITEMS SUPPLIED BY NILAI UNIVERSITY TO RESIDENTS AT THE ACCOMMODATION

ITEMS	UNITS	ITEMS	UNITS
STUDY TABLE	1	METAL BED FRAME	1
BROWN ARM CHAIR	1	MATTRESS	1
CUPBOARD	1	CURTAIN	1 SET
COMPUTER TABLE*	1	SOFT BOARD*	1
MIRROR*	1	* Only for specific room	

TABLE 2

RESTRICTIONS ON THE USE OF ELECTRICAL APPLIANCES, FURNITURE, FIXTURES AND FITTINGS

(A) Approved electrical appliances to be used in ROOM only

Appliance	Approved load	Fees	Appliance	Approved load	Fees
Alarm clock	24W	Nil	Radio	24W	Nil
Batteries charger	24W	Nil	Refrigerator (small)	100W	30
Hair dryer	530W	Nil	Study lamp	40W	Nil
Handphone charger	24W	Nil	Table/stand fan	120W	Nil
Iron	1000W	30	TV/Video/VCD/DVD	360W	20
Mosquito vaporiser	24W	Nil	Other approved item	< 700W	To be decided
Personal computer	120W	Nil			

(B) Approved electrical appliances to be used in KITCHEN only

Appliance	Approved load	Fees	Appliance	Approved load	Fees
Hot-plate	2000W or less	30	Slow cooker	200W	20
Kettle	2000W or less	30	Toaster	750W or less	20
Multipurpose cooker	700W or less	20	Water boiler (regular)	750W	20
Rice cooker	500W or less	20			

(C) Disapproved items (usually > 2000W per item) found in the possession of the Resident will be fined or confiscate.

ASTRO	Gas stove	Kettle (2000W or more)	Multipurpose cooker (1000W – 1500W)
Air Conditioner	Gas cylinder	Microwave oven	Twin cables without earth connection
Electrical musical instrument/ Drum set	Hot plate (more than 2000W)	Washing Machine	Other unauthorized items to be determined by the College

IMPORTANT NOTES:

1. You are advised to use SIRIM approved extension board but not multi-purpose plugs in your room.

2. One plug-point can only cater for 1000W below, beyond which short-circuit may occur.
3. Cooking and boiling water are strictly prohibited in Resident rooms, except in the common kitchen / pantry. For off-campus accommodation, rental is inclusive of minimum usage amount of utility i.e. (water & electricity). If the amount exceeds the minimum usage, all residents staying in the apartment / house will need to pay the said amount. Please refer to AO for more details.

TABLE 3
REIMBURSEMENT CHARGES FOR DAMAGES AND LOSS TO ANY FURNITURE AND FITTINGS IN THE APARTMENT/ROOM BELONGING TO NILAI UNIVERSITY

ITEMS	DAMAGED (RM per item)	LOST (RM per item)
Air-Conditioner (Split Unit)	As per bill + RM100.00 surcharge	1,000.00
Air-Conditioner Starter	150.00	150.00
Arm Chair	50.00	50.00
Bed Frame	As per bill + RM50.00 surcharge	250.00
Computer Table	As per bill + RM50.00 surcharge	250.00
Cupboard	As per bill + RM50.00 surcharge	350.00
Curtains	150.00	150.00
Dining Table	As per bill + RM 80 surcharge	500.00
Door (Balcony)	As per bill + RM 50 surcharge	500.00
Door (Main)	As per bill + RM 80 surcharge	500.00 / 1,200.00
Door Closure	50.00	150.00
Door Hasp & Staple	50.00	50.00
Door Knob	50.00	50.00
Door Latch	50.00	50.00
Fan	As per bill + RM 50 surcharge	200.00
Key Tag	5.00	5.00
Key (Normal Room)	15.00	15.00
Key (Restricted Profile Room)	60.00	60.00
Key (Restricted Profile Apartment)	160.00	160.00
LAN Socket	50.00	50.00
Light (Balcony)	50.00	50.00
Light (Tubes)	50.00	50.00
Mattress	120.00	120.00
Mirror	50.00	50.00
Mosquito Netting (1 Panel)	100.00	100.00
Mosquito Netting (2 Panel)	150.00	150.00
Power Socket	50.00	50.00
Refrigerator	As per bill + RM50.00 surcharge	700.00

Soft Board	50.00	50.00
Study Table	As per bill + RM50.00 surcharge	180.00
Wash Basin	As per bill + RM80.00 surcharge	200.00
Water Heater	400.00	400.00
Window	As per bill + RM50.00 surcharge	To be advised
Window panel (p/pc)	50.00	50.00
Other Repairs	As per bill + RM50.00 surcharge	To be advised

TABLE 4

A FINE OF MINIMUM RM100.00 WILL BE IMPOSED ON THE FOLLOWING MISCONDUCTS

1. Failure to check out in person at Accommodation Office.
2. Unauthorized duplication of room/apartment key.
3. Failure to lock the room/apartment/ house door.
4. Failure to observe a standard of hygiene and cleanliness in the room/apartment.
5. Consumption or possession of alcohol/cigarettes or any other forms of smoking paraphernalia/gambling/ pornographic material and all such related items.
6. Cooking in resident's room.
7. Any unauthorized or illegal wire extension.
8. Failure to switch 'OFF' electrical items when not in the room.
9. Keeping pets in room/hostel/apartment.
10. No sticking or nailing objects/stickers/posters/ drawings/pictures on wall and door.
11. Failure to clean up the room or remove personal items and belongings upon check out from the room/apartment.
12. Dismantling and/or reorganization of furniture, fixture and fittings in the room.
13. Failure to lock the room/apartment/house's door.
14. Bringing in unauthorized furniture/University's properties into the room.
15. Failure to declare the usage of electrical items.
16. Indecent behavior includes but is not limited to:• Verbal abuse• Physical abuse• Harassment• Discrimination• Obscene gestures or actions• or any act that right minded individuals would find socially unacceptable or irresponsible.

TABLE 5

A FINE OF MINIMUM RM200.00 WILL BE IMPOSED ON THE FOLLOWING MISCONDUCTS

1. Change of room without prior approval from the Accommodation Office.
2. Unauthorized extended stay during semester break/ holiday.
3. Other forms of misconduct deemed to be serious by the Disciplinary Committee.

TABLE 6 RENEWAL AND CHECK-OUT PROCEDURES
1. The renewal procedure is for every semester. At the end of each semester, don't forget to renew your stay for the following semester. The RENEWAL PERIOD is scheduled one month before the semester examination. During this PERIOD, the Accommodation Office will put up a Renewal Notice as reminder to you. 2. Room renewal rental for subsequent semester must be paid in full during the Renewal Period. 3. If you fail to renew your room and / or fail to check out officially at the end of the examination week, the Accommodation Office has the right to forfeit the accommodation deposit, and a daily rental will be imposed on you. Also the Accommodation Office will remove all your personal items in the room and rent out the room to another student without further notice. The Accommodation Office will not be responsible for any loss or damage of your personal items. 4. All residents who have not renewed their room for the next semester and those who have not applied for an extended stay during the semester break more than 2 weeks must check out officially and surrender their room key(s) before leaving the hostel room, to the Accommodation Office by the end the examination week, otherwise the AO deposit will be forfeited without further notice. Also, residents must remove all their belongings from their hostel room at end of the academic calendar. 5. Residents are required to fill up a Permission To Shift Items Out Of The Campus Form whenever the residents are removing their belonging such as fridge / furniture and leaving Nilai U. 6. You are not allowed to "down grade" or change room type during the semester. You are only allowed to change room during the Renewal Period. Please refer to the Change Room Procedure in the Application For Change Room Form.

TABLE 7 ROOM BOOKING PROCEDURE AND RENTAL REFUND POLICY	
Room Booking Procedure (applicable to new student only) 1. To confirm the type of room: payment of rental for one semester is required. 2. To book or secure a room (the actual allocation of type of room will depend on availability). A booking fee of RM150.00 (non-refundable). The booking fee will be utilized to offset against part of the rental upon check in at the Accommodation Office. Refund Policy (all students) 1. Full refund of rental paid less an administration fee of RM150.00 will only be refunded to students provided they inform the Accommodation Office in writing before 5.00pm on the first day of Registration. 2. There will be no refund of rental once the student has checked in or the semester has commenced. The deposit will be refunded after deductions (if any), upon the duly completed accommodation withdrawal form submitted to the Accommodation Office within 2 semesters from the event for refundable deposits. Failure which, the deposits will be forfeited.	
Notice of withdrawal	Rental Refund
On or before the 1st day of University's official registration	Full refund of rental paid less administration fees of RM150.00
After the 1st day of University's official registration	No refund
Student has checked in (collected room key) at AO	No refund

End.

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