

ACCOMMODATION OFFICE

RESIDENT CONTRACT 2026/2027

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 Rules, Regulations and Code of Conduct stipulated by Nilai U at all times. In the event of a resident found violating any of the Rules, Regulations and Code of Conduct, the resident will be referred to the Disciplinary Committee, which holds the right to terminate the tenancy of any resident in accordance with the provisions and procedures set by Nilai U.

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

Students must read carefully all information on all official correspondences, noticeboards and other sources of information to be aware of changes and updates to the information published herewith and also in the other handbooks.

All information within this Resident Contract is correct at the time of printing.

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1. Terms and conditions for occupancy

- 1.1 All rooms are rented out on a monthly basis to those who are satisfactorily enrolled as students as verified by the Office of Admissions and Record (OAR). Residents are required to vacate the rooms immediately in the event that their enrollment is not accepted by Nilai U or residents decided to defer their studies.
- 1.2 Residents may terminate their contracts at any time during the tenancy agreement in accordance with the provisions and procedures set by Nilai U.
- 1.3 Deposit is refundable after deduction (if any) for lost or damaged items in the hostel, if the resident has not violated any Accommodation Rules and Regulations.
- 1.4 Nilai U may require a resident to vacate his/her residence or to transfer his/her residence to a different accommodation provided by 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 personally at the Accommodation Office (AO) during office hour, Monday to Friday, (8.00am – 5.00pm). A representative is not allowed to check-in or check-out for the resident. All payments must be made in full before residents are allowed to check into the room. Residents must comply with the rules and procedures for checking in/out.
- 2.2 All residents are required to report in writing any missing or damaged scheduled items (as listed in Table 1) within 72 hours of check-in. If no report is submitted within 72 hours, AO will assume that all scheduled items are present and in good condition.
- 2.3 Payment of hostel fee is administered according to the rules set by Nilai U. The rental is charged based on the following calendar cycle.

Payment Cycle	Quantum of Rental
January 1 st to April 30 th	4 months
May 1 st to August 31 st	4 months
September 1 st to December 31 st	4 months

All students are required to pay a refundable deposit upon check in.

- 2.4 Should you terminate your accommodation contract due to whatever reasons (e.g. completion of studies, withdrawal, etc.), the duly completed accommodation check-out form along with the room key must be submitted to the Accommodation Office. Failure to do so will cause the

deposits to be forfeited, and penalties may apply. All personal belongings are to be cleared by the residents upon check out. AO reserves the right to discard belongings that are left behind without informing the residents.

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 in the hostel, the applicant must first pay 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 completing 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 shall not duplicate any key(s) issued by AO for any purpose. [Fine-Refer Table 4-2]. This constitutes a serious offence.
- 3.4 Residents are responsible to keep their key with them at all times. An administrative fee of RM20.00 will be charged during office hours 8.00am-5.00pm, RM40.00 for after office hours or weekend and Public Holidays if residents would like to borrow the spare key which is placed in AO.. For lost of room key or broken room key, a fine of RM50.00 will be imposed for replacement of the key.

4. Duration of residency

- 4.1 The duration of the resident's residency will be for a continuous period until renewal notice is given or the end of study, whichever comes earlier.
- 4.2 Upon completion of study, extension of stay is strictly not permitted.
- 4.3 Students must check-out and vacate the room once they have applied for deferment of their studies in the current semester at OAR.

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 Housemaster. Please refer to clause 17.1 for details.

- 5.3 No organised activities of any kind are to be carried out after 10.00 pm in and around the Nilai U Accommodation area with the exception of official activities arranged by Nilai U and/or special occasions approved by the AO.
- 5.4 Nilai U Security Personnel will conduct checks on Nilai U facilities sporadically. Residents are required to render their fullest co-operation at all times during these checks. The Nilai U Security personnel can, at any time, temporarily retain the Student Identification Card (Student ID) for security purposes and hand them over to the Housemaster or the AO, if so required.
- 5.5 Residents are strictly prohibited from inviting visitors to stay overnight at their rooms / apartments. Residents who are found housing non-resident visitors in their room/apartment will be reported to the AO or Housemaster. Their student ID could be temporarily retained for further investigation. The resident may be expelled from the hostel, his/her deposit will be forfeited and the rental will not be refunded to him/her. Penalty of 4 months rental will be imposed on each of the illegal squatter.
- 5.6 Residents who intend to stay out for a night or more are required to register at the guardhouse. This is to ensure they are contactable in case of emergency. These Residents are also advised to inform their parents and Housemaster or the AO.
- 5.7 All visitors must report at the guardhouse and receive a Visitors' Pass to enter the campus. Visitors are allowed in the Nilai U hostel's common area only.
- 5.8 Residents, who wish to leave the campus after 11.00pm, must report at the guardhouse. This is for safety purposes.
- 5.9 Any resident who finds his/her roommate(s)/housemate(s) missing for more than 48 hours, must report to the AO immediately. This is to enable the University to take immediate action to ensure no untoward incident had taken place.
- 5.10 Residents who own vehicles must obtain car stickers from the Security Unit; otherwise, their vehicles will not be allowed into the campus grounds.
- 5.11 Residents are required to lock the door of the room / apartment at all times. A fine will be imposed. [Fine- Refer Table 4-3]. If doors are found unlocked.

6. Visitors

- 6.1 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.
- 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 Nilai U.

- 5.12 Residents are prohibited from inviting outsiders or other students to stay in their rooms or the apartments. Residents who are found harbouring non-resident visitors in their room/apartment will be reported to the AO or Housemaster. Their student ID could be temporarily retained for further investigation. The resident may be expelled from the hostel, his/her deposit will be forfeited and the rental will not be refunded to him/her. Penalty of 4 months rental will be imposed on each of the illegal squatter.

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 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 Unit and Housemaster are authorised to conduct spot checks at any time in the Nilai U Accommodation. At least two (2) of these Nilai University staff will perform their duties at any one time. The following will be included in the spot check:
- Discipline; Cleanliness; Security; Usage of Electrical Appliances and for any other purpose(s) as the Nilai U may deem necessary from time to time.

- 8.2 During spot checks authorised Nilai U officers may check and retain residents' ID or confiscate possessions:
- unauthorised electrical appliances
 - evidence/ items relating to smoking, gambling, alcoholism, pornography or any other illegal activities.

Confiscated items may not be returned to residents.

- 8.3 AO may conduct unannounced spot-checks at any time. In the event that any of the scheduled items (as listed in Table 1) is found to be either damaged or missing, AO may charge the residents accordingly, based on the schedule of charges as stated in Table 3. The charges levied must be settled within one week, failing which, deductions from the deposit paid will be made. Should the damage exceed the amount paid as deposit, the AO shall issue a letter requesting for the full payment. The resident may have his examination results suspended if he fails to settle the payment.

9. Force majeure

- 9.1 In the event that the hostel / apartment / room or any part thereof which is the subject of this contract be damaged by matters beyond the reasonable control of Nilai U (example: fire, flood, typhoon, etc.) so as to be partially or totally unfit for residents' occupancy or use, and no replacement hostel / apartment / room can be used, then Nilai U shall have the right to terminate this contract immediately.
- 9.2 Nilai U shall not be liable for any damages caused by matters outlined in # 9.1. However, 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 rental paid where Nilai U is unable to provide accommodation due to the premature 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. Fines can be incurred for accommodation that is found unacceptable – Refer Table 4-4. Residents whose 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/ Housemaster 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 with this rule. (Refer Table 4-4)
- 10.3 Residents are required to report any maintenance or repair issues that is required immediately to the AO. AO will then contact BGO for assistance. Where possible, residents are encouraged to make prior appointments for the maintenance work to be completed in their rooms.
- 10.4 Residents must allow BGO / AO personnel to enter their room to carry out such repairs. All staff entering the accommodation of the opposite sex will be chaperoned.
- 10.5 BGO staff may need to conduct maintenance work in the rooms occasionally. In order to facilitate the work, BGO staff shall be authorised to enter the residents' room without prior notice.
- 10.6 Residents are not allowed to:
 - Affix nails or screws, stick tapes, draw, paint or deface the walls in any manner
 - Damage, make defective or unsightly the doors or furniture.
 - Remove any Nilai U properties including television, refrigerators and furniture from the common areas.
- 10.7 Residents are expected to pay the costs for cleaning, repairing or re-painting of their room if they are not maintained in the condition they were in at the beginning of check in, except for normal wear and tear.
- 10.8 Vandalism is viewed as a serious offence. This involves functional/cosmetic damage to property belonging to Nilai U/ other resident. Residents found guilty of committing such an offence will be subject to strict disciplinary actions not excluding a fine or expulsion from Nilai U Accommodation or / Nilai U. The cost of making good any vandalized item will be charged accordingly to the residents.

11. Alcoholism, smoking, gambling and prohibited items

- 11.1 Residents are prohibited from possessing any form of firearms, drugs, fireworks, explosives or any dangerous items or weapons or any items prohibited by the laws of Malaysia. If caught with these items, Nilai U 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 Accommodation Office).

12. Cooking

- 12.1 For safety reason, cooking using gas/flammable stoves / ovens is strictly prohibited in the hostels. Unauthorised usage of such appliances may result in the appliances being confiscated by Nilai U. SA fine may be imposed as listed in Table 4-8.
- 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 may 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). Nilai U reserves the right to conduct checks in any rooms pertaining to the use of unauthorized items. 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, a fine will be imposed as listed in Table 4-15. The item may be confiscated and may not be returned to the resident.
- 13.4 Any wire extension either from the common room / rooftop / another resident's room connected into the resident's room is strictly prohibited.

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

- 14.1 Residents are to behave in a fit and proper manner at to maintain a peaceful environment at all time. They are to treat both, the fellow residents and the property with due respect, regard and consideration.

- 14.2 Audio equipment are to be operated at a reasonably low volume whereby the sound cannot 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 Nilai U is not responsible for any loss or damage to the vehicles parked within the premise.
- 14.5 Driving or riding any vehicle on any corridor, verandah, five-foot way, and courtyard or in any part of the hostel building is prohibited.
- 14.6 Vehicles of any kind is not permitted to be parked 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, equipment, furniture or vehicle.
- 14.7 Lights, fans and air conditioners are to be switched off whenever the residents are not in their rooms. [Fine – Refer Table 4-9].
- 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 4-10].

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 Nilai U. Please refer to details in Table 4.
- 15.2 The AO reserves the right to remove and confiscate items/appliances, which are prohibited under the Accommodation Rules and Regulations without resident's consent.
- 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 Nilai U as a result of the offender(s)' misconduct.
- 15.4 It is imperative that all rules and regulations are strictly adhered to at all times, 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 generating activities in the hostel.

17. Emergency contact numbers

17.1 Residents are to contact AO / DSA / Security / BGO in cases of emergency. In cases of emergency / difficult situation of any nature occurring outside office hours, please contact Security personnel at 06-8501569 or the Housemasters.

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
3	Department of Student Affairs (DSA)	

18. Tables

TABLE 1			
ITEMS SUPPLIED BY NILAI UNIVERSITY TO RESIDENTS AT THE ACCOMMODATION			
ITEMS	UNITS	ITEMS	UNITS
STUDY TABLE	1	METAL BED FRAME	1
CHAIR	1	MATTRESS	1
CUPBOARD / WARDROBE	1	CURTAIN & RAILING	1 SET

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 per month	Appliance	Approved load	Fees per month
Batteries charger	24W	-	Refrigerator (small)	100W	30
Hair dryer	530W	-	Study lamp	40W	-
Personal computer	120W	-	Table/stand fan	120W	-
Iron	1000W	-	TV/Projector	360W	30
			Other approved item	< 700W	To be decided
(B) Approved electrical appliances to be used in KITCHEN (where applicable) only					
Appliance	Approved load	Fees per month	Appliance	Approved load	Fees per month
Hot-plate / Induction Cooker	2000W or less	-	Slow cooker	200W	-
Kettle	2000W or less	-	Toaster	750W or less	-
Multipurpose cooker	700W or less	-	Rice cooker	500W or less	-
(C) Items NOT allowed (usually > 2000W per item)					
Illegal items found in the possession of the Resident will be confiscated. Residents will be fined for possession of the item. Confiscated items may not be returned to the resident.					
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 (2000W or more)	Washing Machine	Other unauthorized items to be determined by Nilai U		

IMPORTANT NOTES:

1. Residents are advised to use SIRIM approved extension boards. You are strongly advised not to use multi-purpose plugs in your room.
2. One plug-point can only cater for a maximum of 1000W. A short-circuit may occur if the plug-point is misused.
3. Cooking and boiling water are strictly prohibited in Residents' rooms. It can be done in the common kitchen / pantry (where applicable).
4. 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.

TABLE 3 PENALTY CHARGES FOR DAMAGES OR LOSS TO ANY FURNITURE AND FITTINGS IN THE APARTMENT/ROOM BELONGING TO NILAI UNIVERSITY		
ITEMS	DAMAGED (RM per item)	BEYOND REPAIR / LOST (RM per item)
Air-Conditioner Control Panel	As per bill + RM 50 surcharge	150.00
Chair	50.00	50.00
Bed Frame	As per bill + RM 50 surcharge	450.00
Table	As per bill + RM 50 surcharge	450.00
Cupboard	As per bill + RM 50 surcharge	350.00
Curtains & Railings	As per bill + RM 50 surcharge	150.00
Door (Main)	As per bill + RM 100 surcharge	1,200.00
Door Closer	As per bill + RM 50 surcharge	150.00
Door Hasp & Staple	50.00	50.00
Door Knob	50.00	50.00
Door Latch	50.00	50.00
Key Tag	5.00	5.00
Key (Normal Room)	50.00	50.00
LAN Socket	50.00	50.00
Light (Tubes)	50.00	50.00
Mattress	150.00	150.00
Power Socket	50.00	50.00
Refrigerator	As per bill + RM50.00 surcharge	700.00
Bed Plywood	100.00	100.00
Study Table	As per bill + RM50.00 surcharge	450.00
Wash Basin	As per bill + RM100.00 surcharge	200.00
Water Heater	As per bill + RM50.00 surcharge	400.00
Window	As per bill + RM50.00 surcharge	1,200.00
Other Repairs	As per bill + RM50.00 surcharge	To be advised

TABLE 4

A MINIMUM FINE OF 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. Throwing leftover food or other items into drains, sinks, and toilets.
6. Cooking inside the room.
7. Consumption or possession of alcohol/cigarettes or any other forms of smoking paraphernalia/gambling/ pornographic material and all such related items.
8. Using of any unauthorized / prohibited items in the hostel.
9. Failure to switch 'OFF' electrical items when not in the room.
10. Keeping pets in room/hostel/apartment.
11. Sticking or nailing objects/stickers/posters/ drawings/pictures on wall and door.
12. Failure to clean the room or remove personal items and belongings upon checking out from the room/apartment.
13. Dismantling and/or reorganizing furniture, fixture and fittings in the room.
14. Bringing in unauthorized furniture/University's properties into the room.
15. Failure to declare the usage of electrical items in the room / apartment.
16. Indecent behavior – includes, but not limited to verbal abuse, physical abuse, harassment, discrimination, obscene gestures or actions or any act that rightminded individuals would find socially unacceptable or irresponsible.

TABLE 5

A MINIMUM FINE OF 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. Allow non-resident visitor or other student to stay in the room.
4. Other forms of misconduct deemed to be serious by the Disciplinary Committee.

TABLE 6

RENEWAL AND CHECK-OUT PROCEDURES

1. The renewal procedure is upon request by AO, who will issue a Renewal Notice through official channels.
2. If you fail to renew your room and / or fail to check out, the Accommodation Office has the right to forfeit the accommodation deposit, and a pro-rated rental will be imposed. In addition, the Accommodation Office will remove all your personal items in the room and rent the room out to other students without prior notice. The Accommodation Office will not be responsible for any loss or damage of your personal items.
3. Residents are required to report to AO whenever the residents are removing their bulky belonging such as fridge / furniture, and leaving Nilai U.

TABLE 7

ROOM BOOKING PROCEDURE AND RENTAL REFUND POLICY

Room Booking Procedure (applicable to new students only)

1. To confirm a room, a deposit and four (4) months rental must be made.
2. The actual allocation of the type of room will depend on the availability.

Refund Policy (applicable to all residents)

The deposit will be refunded after deductions (if any), provided a duly completed accommodation check-out form and the room key are submitted to the Accommodation Office . Failure which, the deposit will be forfeited.

Rental is calculated based on the following check out period:

Check Out Period	Rental Charged
1 st – 15 th of the month	50%
16th and onwards	100%

End.