

**ACCOMMODATION FORM**

**Programme & Cohort :** \_\_\_\_\_

**Please complete ALL sections in this form. DO NOT leave any sections blank. Write NA where not applicable.**

**PERSONAL INFORMATION OF APPLICANT**

**Full Name as per IC / Passport :** \_\_\_\_\_

**NRIC / Passport No :** \_\_\_\_\_ **Date of Birth :** \_\_\_\_\_

**Sex :**  Male  Female **Religion :** \_\_\_\_\_ **Nationality :** \_\_\_\_\_

**Mobile No :** \_\_\_\_\_ **Home No :** \_\_\_\_\_

**E-mail :** \_\_\_\_\_

**Home Address :** \_\_\_\_\_

**Postcode :** \_\_\_\_\_ **Town / City :** \_\_\_\_\_ **State :** \_\_\_\_\_ **Country :** \_\_\_\_\_

**PARENT / GUARDIAN CONTACT INFORMATION**

**Name :** \_\_\_\_\_ **Relationship :** \_\_\_\_\_

**E-mail :** \_\_\_\_\_ **Contact No :** \_\_\_\_\_

**Name :** \_\_\_\_\_ **Relationship :** \_\_\_\_\_

**E-mail :** \_\_\_\_\_ **Contact No :** \_\_\_\_\_

**EMERGENCY CONTACT INFORMATION (in addition to your parent / guardian)**

**Name :** \_\_\_\_\_ **Contact No :** \_\_\_\_\_ **Relationship :** \_\_\_\_\_

**RECRUITMENT AGENT CONTACT INFORMATION (if applicable)**

**Name :** \_\_\_\_\_ **Agency :** \_\_\_\_\_

**E-mail :** \_\_\_\_\_ **Contact No :** \_\_\_\_\_

**Preferred Accommodation**

**First preference :**

<input type="radio"/> Villa Scott Condominium (male-only & female-only units available)		
<input type="radio"/> Scott Sentral Service Suites (female-only units available)		
<input type="radio"/> 633 Residency (male-only & female-only units available)		
<input type="radio"/> Single medium	<input type="radio"/> Twin sharing	<input type="radio"/> Quadruple sharing
<input type="radio"/> Single small	<input type="radio"/> Triple sharing	
Bathroom attached	<input type="radio"/> Yes	<input type="radio"/> No
Air-conditioning	<input type="radio"/> Yes	<input type="radio"/> No

**Second preference :**

<input type="radio"/> Villa Scott Condominium (male-only & female-only units available)		
<input type="radio"/> Scott Sentral Service Suites (female-only units available)		
<input type="radio"/> 633 Residency (male-only & female-only units available)		
<input type="radio"/> Single medium	<input type="radio"/> Twin sharing	<input type="radio"/> Quadruple sharing
<input type="radio"/> Single small	<input type="radio"/> Triple sharing	
Bathroom attached	<input type="radio"/> Yes	<input type="radio"/> No
Air-conditioning	<input type="radio"/> Yes	<input type="radio"/> No

Methodist College Kuala Lumpur ("College") reserves the right to decide which type of accommodation to assign to students. We try our very best to offer students the accommodation as they have requested for based on their preferences as stated in writing on the accommodation form. However, due to fluctuations in supply and demand, preferred accommodation cannot be guaranteed and is offered on a first-come-first-served basis.

**DECLARATION**

- I hereby confirm my understanding that this accommodation application is subject to room availability and that the College reserves the right to assign any other type of accommodation available.
- I have read, understood and fully agree with all the terms and conditions of residency stated in the "Accommodation Information 2019" brochure.
- I acknowledge that the information given in this form is true and complete. The College reserves the right to reject my application or nullify my tenancy agreement if any information is found to be incorrect and/or incomplete.
- I will update the College immediately upon any change(s) to my personal and/or parent's/guardian's contact information.
- I agree to comply with and abide by the rules and regulations of the College in accommodation.
- I understand and fully agree that the College reserves the right to vary the rental rates or any other rates and any of the terms and conditions stipulated herein or in the Accommodation Information, as and when it deems fit.

**Signature :** \_\_\_\_\_ **Date :** \_\_\_\_\_

The failure or refusal of the student, or his/her parent/guardian to sign this Accommodation Form constitutes good cause for the College to not process the application.

**ACCOMMODATION FORM**

FOR OFFICE USE			
<p><b>Check-In</b> (Student Accommodation)</p>	<p>Check-In Date:</p> <p>Check-In Remarks:</p> <p>Accommodation Deposit, Card/Key Deposit and First Month Rental Paid: <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Fully Vaccinated (COVID-19): <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Access Card and Keys given: <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Received by: _____ Signature: _____</p> <p>Processed by: _____ Signature: _____ Date: _____</p>		
<p><b>Check-Out &amp; Refund</b> (Student Accommodation) (Card/Key Deposit)</p>	<p>Check-Out Date:</p> <p>Check-Out Remarks:</p> <p>Amount Refunded: _____ Received by: _____ Signature: _____ RM</p> <p>Processed by: _____ Signature: _____ Date: _____</p>		
<p><b>Refund</b> (Finance) (Accommodation Deposit)</p>	<p>Amount Refunded: _____ Received by: _____ Signature: _____ RM</p> <p>Processed by: _____ Signature: _____ Date: _____</p>		

## TERMS & CONDITIONS OF ACCOMMODATION

### A. GENERAL

1. The Methodist College Kuala Lumpur (*hereinafter referred to as 'the College'*) accommodations are apartment units rented from private owners and open to registered students of the College who need accommodation away from home. Registered students are those who have submitted a complete Application for Admission, and paid the Application Fee and the Admission Deposit. The College reserves the right to assign roommates to students. A request may be made if a student wishes to be in the same accommodation with friends, but this is subject to availability.
2. The college reserves the right to move a student to another apartment for various reasons which may include (but are not limited to) maintenance and apartment closure. The college cannot guarantee but will do its best to maintain similar room type.
3. Dedicated resident wardens & maintenance staff monitor the physical, emotional, and spiritual wellness of the student residents.
4. The MCKL Accommodation are subject to the rules and regulations in the MCKL Student Handbook and accommodation handbook. Students who persistently ignore these Rules and Regulations will have their tenancy terminated.
5. **The accommodation units may be closed for a maximum of three weeks during semester breaks for maintenance purposes. Student residents are required to be absent from the accommodation units during this period. Notice will be given in advance to students. No compensation will be given for the duration for which the accommodation is closed.**
6. The Resident Wardens are authorized to visit College accommodation at any time without notice.
7. The College shall not be responsible nor liable for any damage or loss to students' personal belongings.
8. The College reserves the right to increase the rental rates by a reasonable amount on an annual basis. The College also reserves the right to impose/revise any fees/charges for the use of facilities.
9. The College reserves the right to increase the rental of the apartment by giving advance notice of one semester via, notice in the apartment, email, etc.
10. The College will communicate all notices of such changes to the residents by any means.

### B. BOOKING & CONFIRMATION

1. Complete an Accommodation Form and submit it to the Enrollment and Admissions Unit. A request may be made to be in the same room or unit with friends, but this is subject to availability.
2. Pay the **Accommodation Deposit (RM1500.00)** and the **Accommodation Booking Fee (RM150)**. Refund of the Accommodation Deposit is subject to terms and conditions as stated in section 1E. REFUNDS. The Accommodation Booking Fee is non-refundable.
3. Applicants are allowed one (1) change to their rooming prior to check-in without charge. Subsequent changes will be charged an Administrative Fee of RM50.00 per change.
4. A booking is confirmed when the first semester rent has been fully paid. The booking may be released or changed if payment of the first semester rent is not made within seven (7) days before the commencement of the applicant's programme. The date of commencement of a programme is the first day of orientation for that programme.
5. Applicants will be bound to a tenancy of eleven (11) months upon confirmation. **If student resident shortens his/her stay to less than eleven (11) months, the deposit or balance of the rent is forfeited, whichever is higher, provided the student has effectively paid for the entire 11 months."**

### C. PAYMENT

1. Payment of rent is to be made on a 6-month and 5-month billing basis. The invoices will be dated January to June and July to November. Applicants from programmes not commencing in January or July, will be billed from the month that the programme commences until June or November. If the commencement date is between 1-15, a full month will be charged e.g. if the commencement date is 18 April, the first invoice will be from 16 April-30 June (2 ½ months).
2. Invoices will be issued for College Accommodation rent and all other fees/surcharges/penalties. It is the student's responsibility to ensure that he/she receives all invoices.
3. Invoices for subsequent semesters will be issued in May and November. Payments are to be made and communicated before the due date stated on the invoice, failing which a 5% surcharge will be added to the total amount payable. If any amount invoiced is not paid within 30 calendar days of the due date, the student resident's tenancy will be terminated and deposit forfeited. Should the student wish to continue staying in the student accommodation, a fresh application will have to be made.

4. Payment can be made with the following methods:

Method	Cash, cheque, debit / credit card and online transfer
Via Online Transfer / Cheque Issuance	<b>METHODIST COLLEGE KUALA LUMPUR (Public Bank Account No.: 3153-4483-00)</b>
Send payment proof via	E-mail: finance.dept@mckl.edu.my

#### **D. ADDITIONAL PAYMENTS**

- Rent is inclusive of electricity, water, air-con servicing and repair, gas and weekly cleaning services.
- Should the electricity and water bill exceed a pre-determined amount (refer to table below), the excess will be charged equally between all residents, or per agreement within housemates.

		Capacity of student accommodation unit			
		6 pax and below	7 pax	8 pax	9 pax
Limit	Electricity	RM 400.00	RM 500.00	RM 600.00	RM 650.00
	Water	RM 100.00	RM 100.00	RM 100.00	RM 100.00

- Student residents will have to share the costs of repairing or replacing the apartment owner's equipment e.g. clogged sinks, or faulty microwave ovens.
- Plumbing and electrical faults caused by negligence will be charged to all student residents in the unit.
- Please refer to section 1C on penalty charges.

#### **E. REFUNDS**

- All notices of withdrawal (and also programme deferment or extension) must be done in writing to the Enrollment And Admissions Unit. We assume tenancy termination is upon completion of the programme unless informed otherwise.
- Refunds of the payments made by first-time student residents will be subject to the following.

14 calendar days before the commencement date*	100% refund of deposit and rent
1 day before the commencement date*	No refund of the deposit, 100% refund of rent
On or after the date of commencement date*	No refund of deposit and rent

\*The commencement of a programme is the first day of orientation for that programme.

- Existing student residents who withdraw before **paying at least 11 months' rent** will not be eligible to claim the RM 1500 deposit or any balance of the rent, unless the student resident has completed the programme.
- If a student is asked to leave the accommodation for disciplinary reasons, the deposit and balance of the rent are forfeited.

#### **F. CHECK-IN**

- Check-in is only allowed if the Accommodation Booking Fee, Accommodation Deposit and first semester rent have been fully paid.
- Check-in will be two days before the commencement date of the programme. Applicants should inform the Accommodation Unit of their estimated date and time of check-in. Failure to check into the college accommodation within that period without written notification constitutes a withdrawal and will result in their room being released.
- Applicants are to visit the Student Affairs Unit (SAU) to collect the keys and access card. A key and card deposit of RM 50 will be collected. This will be refunded when the keys and access card are returned at check-out.
- Students are responsible for the care and maintenance of fittings, equipment and property provided in the accommodation unit at the time of admission. The College expects all the aforementioned to be presented in good condition upon check-out.

#### **G. TRANSFERS**

- Student residents are allowed to apply to transfer to another room or unit. One free transfer is allowed. An Administrative Fee of RM50.00 will be charged for each successive / subsequent transfer.
- Complete the Accommodation Transfer Form and submit to the Accommodation Unit.
- If there is no difference in rent, the transfer can be approved immediately, subject to availability of the desired room/ accommodation unit.
- If there is a downgrade in rent, the transfer can be approved immediately, subject to availability of the desired room/ accommodation unit. The difference in rent will be carried forward to offset the rent payment for the following semester or is refunded upon checkout.

5. If there is an upgrade in rent, an invoice will be issued to the student. The additional rent has to be paid for before the transfer can take place, subject to availability of the desired room / accommodation unit.
6. Key and access card exchanges are done at the SAU.

**H. CHECK-OUT**

1. If a student wishes to check-out at any point after their 11 months stay, written notice must be given to the Accommodation Unit and SAU before the next invoice is issued. No refund will be given for any remaining days.
2. The final check-out date for student residents who have completed their programmes will be shown in the programme calendar. No extension is allowed.
3. The room must be vacated of personal belongings, the floor swept, especially under the tables and bed, and trash must be disposed of.
4. Keys and access card must be returned to the SAU on or before the check-out date.
5. The Accommodation Deposit (or the balance of the deposit after any deduction) will be refunded 90 days after the official final check-out date.
6. Students who are extending their duration of studies are required to inform SAU 3 months before the end of their current programme. Failure to do so will result in the College releasing the student’s room for allocation to new student.
7. Students who wish to withdraw before the completion of their programme are to inform SAU 1 month before they complete their programme.

**I. FINAL SEMESTER (applicable to ADTP and DECE students only)**

1. The rental charges to be paid are only up till their final month of study of the final semester. Eg: if the student’s final month of study is September, they only need to pay for months of July till September (3 months) instead of the usual 6 months, regardless of the date of check out.
2. Students may or may not receive an invoice for 6 months but if they do receive an invoice for 6 months, please approach the Student Accommodation Unit to make adjustments.
3. **DECE** students who will be having their practicums in the final semester and wish to check out early, they must inform the Student Accommodation Unit (via email) before the end of the PREVIOUS semester.
4. **ADTP** students who might extend another semester even after 2 years of study at MCKL, they are to inform the Student Accommodation Unit (via email) before the end of the PREVIOUS semester.
5. **ADTP** students who already know their transfer period must inform the Student Accommodation Unit (via email).

**DECLARATION AND SIGNATURE (FOR OFFICE RECORD)**

<p><b>DECLARATION BY APPLICANT:</b></p> <ol style="list-style-type: none"> <li>1. I have read, understand and fully understood all the terms and conditions of accommodation occupancy.</li> <li>2. I acknowledge that the information given in this form and the attached documents are true and complete. The College reserves the right to reject my accommodation application or withdraw my request of application / transfer at any time if any information is found to be incorrect and/or incomplete.</li> <li>3. I agree to comply with and abide by the College rules and regulations within the premises of designated accommodation room, unit and building.</li> <li>4. I have discussed all the above terms and conditions and disclosures with my parents/guardian*, understand its meaning and fully agree with it.</li> </ol> <p>_____ Signature of Applicant</p> <p>Name: .....</p> <p>NRIC/Passport No. ....</p> <p>Date : .....</p> <p>(* Applicable to applicants under age of 18 on the commencement date of programme.)</p>	<p><b>DECLARATION BY PARENT/GUARDIAN OF APPLICANTS BELOW 18 YEARS OF AGE ON THE CHECKING-IN DATE OF THE STUDENT ACCOMMODATION:</b></p> <ol style="list-style-type: none"> <li>1. My son/daughter/ward and I have read, understood and fully agree with all the terms and conditions of accommodation occupancy as stated above.</li> <li>2. I agree to pay all the fees due before the stated deadline.</li> <li>3. I understand that the College has the right to bar my child/ward from staying in College accommodation due to non-payment of fees.</li> <li>4. I acknowledge that the information given in this form and the attached documents are true and complete. The College reserves the right to reject this application or withdraw the accommodation application of my son/daughter/ward at any time if any information is found to be incorrect and / or incomplete.</li> </ol> <p>_____ Signature of Parent/Guardian</p> <p>Name: .....</p> <p>Relationship to Applicant .....</p> <p>NRIC/Passport No. ....</p> <p>Date : .....</p>
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