

**ACCOMMODATION FORM**

**Programme & Cohort :** \_\_\_\_\_ **Condo**  **Unit**  **Room**

**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 2025" 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>Payment Information</b> (Student Accommodations / Finance)</p>	<p>Booking fee (RM200) : YES / NO</p> <p>Deposit (RM1500) : YES / NO</p> <p>Rental : RM_____</p>	<p>Date:</p> <p>Date:</p> <p>Date:</p>	<p>Processed by:</p> <p>Processed by:</p> <p>Processed by:</p>
<p><b>Check-In</b> (Student Accommodation)</p>	<p>Condo:</p> <p>Unit:</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: _____</p> <p>Signature: _____</p> <p>Processed by: _____</p> <p>Signature: _____</p> <p>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: _____</p> <p>RM</p> <p>Received by: _____</p> <p>Signature: _____</p> <p>Processed by: _____</p> <p>Signature: _____</p> <p>Date: _____</p>		
<p><b>Refund</b> (Finance) (Accommodation Deposit)</p>	<p>Amount Refunded: _____</p> <p>RM</p> <p>Received by: _____</p> <p>Signature: _____</p> <p>Processed by: _____</p> <p>Signature: _____</p> <p>Date: _____</p>		