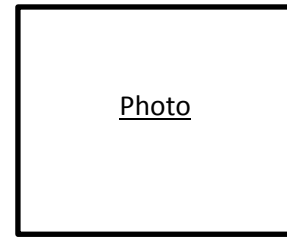


## APPLICATION FORM

### MANAGEMENT

Brickfields Asia College Sdn. Bhd  
68-2 Jalan Tun Sambathan  
Brickfields  
50470 Kuala Lumpur, Malaysia  
Tel: 603 – 2274 4165



### HOW TO COMPLETE THE FORM:

1. Please read the \*Conditions of Accommodation Reservation and the \*Hostel Rules and Regulations before submitting the application form as they form part of this agreement.
2. Payment may be made via Cash, Credit Card, Bank Draft, Cheque or International Money Order made in favour of HOSTELS ASIA SDN. BHD.
3. Submit 2 passport-size colour photographs.
4. Fill in your particulars in BLOCK LETTERS.

### Conditions of Accommodation Reservation:

Only students duly registered in any programme conducted by Brickfields Asia College (hereinafter referred to as BAC) may apply for students' accommodation. In the event you cease to be a student at BAC, you are not allowed to utilise these accommodations. If there is no proper handover, BAC or its subsidiaries, affiliates or authorised representatives (hereinafter collectively referred to as "the Management") may recover possession of the accommodation by giving notice in writing to your last known address and all cost incurred in the recovery of possession including legal costs thereby shall be borne by you.

1. The application is to be completed accurately to facilitate processing.
2. Rooms are allocated on a first-come-first-served basis.
3. Applicants are required to pay RM500 as Reservation Fee.
4. The Reservation Fee is refundable only if the applicant cancels the room reservation with a written notice of at least one (1) month before the commencement of the programme in which the applicant has enrolled.
5. Upon confirmation on the availability of rooms, applicants are required to pay the rental due for THREE (3) MONTHS IN advance and the Reservation Fee shall be held as Hostels Deposit (hereinafter referred to as "Deposit"). In the event there is unavailability of rooms, the Reservation Fee will be returned less any administrative charges.
6. Payments of room rental are to be made quarterly OR (1) year in advance respectively.
7. Quarterly payment must be made by the 3<sup>rd</sup> of the first month of each new quarter for the Management to allow continued occupation of the room.
8. One year advance rental paid that is not utilised is refundable subject to a **minimum rental period of 6 months**. Even if you choose to move out within the **6 month period**, you will only be **refunded 6 months of advance rental** less any other applicable payments or disbursements that is due.
9. Each Quarterly rental payment that is not utilised is not refundable.
10. All other charges including utility (exceeding the allowable maximum), transport and other charges incurred by you shall become due and payable monthly and must be settled 14 days after bill is presented for payment.
11. Kindly take note that should there be any outstanding in the quarterly / annual rental or any other charges are in arrears, same shall not be deducted from the Deposit. You must make sure dues are settled by you without setting off from the Deposit failing which the Management reserves the right to recover same from you and all costs incurred thereby shall be borne by you. The Management also reserves the right to withhold your examination results, certificate degrees and/or transcripts until all dues are settled.
12. You will be provided with a copy of an inventory of the bedroom and communal area upon arrival at the residence. You should check and sign the inventory list for furnishings, fittings and equipment for your room and communal areas of the residence as appropriate. If the Management fails to provide you with an inventory list the onus is on you as the student

to request for the list and to check and record all damage and missing items within 48 hours of arrival. If the inventory list is not signed and returned within 48 hours then the Management will assume that everything is in good order and that the contents of the residence is undamaged and complete. If there are any subsequent loss or damage to the residence during the term of the contract, you will then be requested to pay for the damage or missing items either solely for your own room and/or jointly with other occupants for the communal areas.

13. Room reservations are not transferable.
14. All applicants are required to sign a tenancy agreement for a minimum period of THREE (3) MONTHS.
15. The tenancy is valid only for the duration pre-paid for. The Management reserves the right to renew or not to renew your tenancy.
16. All refunds under the conditions hereof shall be claimed by the student or the student's parent/guardian/or sponsor.
17. Once the student has moved in to the assigned room, changing of rooms will not be allowed
18. The Management reserves the right to change/amend any of the conditions above without prior notice.

#### Termination of tenancy & Moving out procedure

1) All moving out/termination of tenancy must follow the procedure stated below:

- a) A formal/written notice to the management via email to [accommodation@bac.edu.my](mailto:accommodation@bac.edu.my) at least **ONE** month prior.
- b) On the checking out date, kindly go to the office to fill up the moving out checklist & refund form
- c) Room must be cleaned and organized before the keys and residence id returned.
- d) Room inspection will be done by the management
- e) Any outstanding due (fine, electric bill etc.), if any will be deducted from the deposit before being refunded.
- f) Deposit will be refunded approximately **6-8 weeks** from the check-out date.
- g) Any damage to the unit/room will be deducted from the deposit before returned.
- h) Deposit can be collected at Brickfields Asia College KL Campus cashier after said period.

2) If no formal notice is given to management and the key&residence id is not returned, the management will consider the tenancy active.

3) Any material/personal belongings of the resident not cleared/removed from the property after the resident have terminated the tenancy/moved out will be cleared by the management without any prior notice.

4) The management shall not be held liable for any loss or damage of item that occurred during the room cleaning after the tenant have terminated the tenancy/contract.

## HOSTEL RULES AND REGULATIONS

All students must read and are expected to abide by the following rules and regulations. Any student who fails to comply with any of these rules and regulations shall be subjected to disciplinary action and may be evicted from the residence by the Management. Any balance of the accommodation fees will be forfeited and students will have to pay damages where applicable.

- 1) **No smoking**
- 2) **Do not misuse drugs or deal with drugs (offenders will be handed over to the police immediately)**
- 3) **No alcohol drinks (any student found drunk will be evicted from the residence)**
- 4) **No visitors including parents are allowed in the room, unit & premises at any time**
- 5) **Do not cause any other occupant or person injury, disturbance, disruption, distress, annoyance, nuisance, harassment, inconvenience or damage to their property or personal injury or death (offenders will be handed over to the police immediately)**
- 6) **No cooking in the room & unit**
- 7) **No gambling (offenders will be handed over to the police immediately)**
- 8) **No vandalism. The cost of making any good item vandalized will be billed accordingly to the offender. (offenders will be handed over to the police immediately)**
- 9) **No stealing (offenders will be handed over to the police immediately)**
- 10) **No males allowed into female block/units/rooms and vice versa**
- 11) **No littering:- All rubbish has to be disposed on the very same day by the person on duty for the week or for the day, failing which the person responsible shall be subjected to disciplinary action and may be evicted from the residence by the Management.**
- 12) **Lights, fans, and air conditioners to be switched off when no one is in the room and unit.**
- 13) **In case of unacceptable behaviour by any student, other roommates shall report this to the Management immediately. Otherwise all tenants shall be liable for the damage if any, and pay the cost or repair or replacement at pro rata basis.**
- 14) **The Management shall not under any circumstances be liable for any damage, loss or theft of any property, money and other items belonging to the student and/or their visitors and any personal injuries suffered by the student or their visitors/guests howsoever caused.**
- 15) **Notwithstanding the above, the Management reserves the right to expel any student without giving any reason whatsoever.**
- 16) **You must not at any time, sublet, share or part with possession of your accommodation or any part of the residence. Your rights in the accommodation are not transferrable to anyone else.**
- 17) **If any provision or regulation of this contract is ruled to be invalid by any competent court or unenforceable in whole or part, then this shall not affect the validity of other provisions of this contract.**
- 18) **Failure or delay by the Management to enforce any provision of this contract is not to be considered a waiver of a subsequent breach of the same or any other provision of this contract.**
- 19) **Handymen, Contractors and the Management may enter the room as and when necessary in the course of their duty. Residents are to give cooperation and assistance if and when necessary, however every effort will be made to respect the privacy and dignity of the residents.**

### APPENDIX A: REFUND OF HOSTEL DEPOSIT

- 1) Application for refund of Hostel Deposit (Deposit) must be done using the Refund form obtainable at the Hostel Administrative Office.
- 2) The Deposit will only be refunded **AFTER** the resident has terminated his/her tenancy contract with the management and all outstanding utility & other charges have been settled in full.
- 3) The Deposit cannot be used to offset any outstanding monies owing to the hostel.
- 4) Residents who check-out/terminate the contract without clearing their accounts may incur additional costs as the Management is hereby authorised to commence recovery proceedings to collect the amount/s in arrears and all such additional costs shall be borne by the said resident. A **minimum amount of RM100 shall** be imposed on the resident in any case in the above event.
- 5) Refund of the Deposit will take around **2 months** of processing and can be collected from the Finance Department after said period.
- 6) The refund of the Deposit will be by cheque made payable to the resident's name unless expressly specified by writing by the resident or the resident's parent/guardian.

- 7) Immediate refund request will not be entertained.

#### **APPENDIX B: TERMINATION OF TENANCY**

- 1) A written notice of at least ONE month before the end of contract or the date of check out must be provided to the Management.
- 2) Any premature termination of the annual tenancy after check-in will result in a penalty based on a minimal 6 month stay period. No Quarterly tenancy will be refunded even if not utilised.
- 3) Residents must return the room keys and resident card to the Management upon termination of their tenancy. Upon vacating the rooms, residents must ensure that everything is clean and in order. Those who do not comply with the above will not have their Deposits refunded to them.
- 4) The Tenancy at the hostel will be terminated if:
  - *The resident fail to pay any due rental to the finance department on the first day of due date*
  - *The resident fail to comply with the hostel's rules and regulation*
  - *There are upgrades or renovation to the hostel complex*
- 5) Notwithstanding the above, the Management reserves the right to expel any student without giving any reason whatsoever.

#### **APPENDIX C: UTILITY CHARGES**

- 1) The utility charges will be subsidised monthly based on the number of residents in the unit:
  - *RM150/month per unit (1-3 residents)*
  - *RM300/month per unit (4-8 residents)*
- 2) If the usage of the utilities exceed the subsidised amount, the remaining amount after subsidised will be divided equally amongst the residents within the unit accordingly.
- 3) Residents must pay any due utility bill within the end of the month.
- 4) Residents may check their due utility bill, if any at the finance department or the Management.

#### **APPENDIX D: HOSTEL UPKEEP**

- 1) Residents are responsible to keep their unit and room clean and tidy at all times. A penalty will be imposed for excessively dirty and unhygienic rooms.
- 2) A divan with mattress will be provided in the bedroom along with a wardrobe and study table as well as a chair. A penalty will be imposed if the said items are found to be damaged or stained.
- 3) The furniture provided in the unit/room are not be moved into another room or from one hostel room to another. A penalty will be imposed for failure to comply.
- 4) Shoes and slippers are only to be kept in the shoe rack provided in the hostel within each units. Shoes or slippers arranged in the hostel corridors will be removed by the cleaners.
- 5) Any report regarding damage or issues with the hostel's unit/room, facilities, furniture or fixtures are to be made to the Management by filling in the feedback form.

#### **APPENDIX E: HOSTEL CHECK-IN**

- 1) Upon check-in, the student will be proved a key set for the main entrance, room, wardrobe and study table.
- 2) Residents are to hand over 2 copy of their passport sized photo as well as the move-in checklist after checking in to the hostel.
- 3) The resident will be issued a "RESIDENCE IDENTITY CARD".
- 4) The residence card is the sole responsibility of the resident and any loss or damage to the card must be reported to the Management immediately. A fine of RM20.00 will be charged for the replacement of a new card.

**STUDENT PARTICULARS**

<b>NAME</b>		<b>STUDENT ID</b>	
<b>GENDER</b>		<b>NRIC/ PASSPORT NO.</b>	
<b>DATE OF BIRTH</b>		<b>NATIONALITY</b>	
<b>MOBILE NO.</b>		<b>RACE</b>	
<b>HOME ADDRESS</b>			
<b>POST CODE</b>			
<b>EMAIL</b>			

**ENROLMENT DETAILS**

<b>PROGRAM ENROLLED</b>		<b>INTAKE DATE</b>	
		<b>YEAR ENDING</b>	
<b>MEDICAL HISTORY/ INSURANCE</b>			

**EMERGENCY CONTACT**

<b>NAME</b>		<b>RELATIONSHIP</b>	
<b>MOBILE NO.</b>			
<b>ADDRESS</b>			

Accommodation Details: Please Tick One (1)

The Mansion (Quarterly Payment Scheme)
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Please tick one	Room No.	Occupant(s)	Monthly Per Person	*General Deposit	Quarterly Rental Payment	Total Payment (1 <sup>st</sup> Time)
	Room 1	2	730	500	2,190	2,690
	Room 2	2	730	500	2,190	2,690
	Room 3	1	1050	500	3,150	3,650
	Room 4	1	950	500	2,850	3,350
	Room 5	2	630	500	1,890	2,390
	<b>Room 5*</b>	<b>1</b>	<b>1100</b>	<b>500</b>	<b>3,300</b>	<b>3,800</b>

**\*Limited Availability and only for the Female Block**

The Mansion (Yearly Payment Scheme)
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Please tick one	Room No.	Occupant(s)	Monthly Per Person	*General Deposit	Yearly Rental Payment	One Year Advance Rental
	Room 1	2	700	500	8,400	8900
	Room 2	2	700	500	8,400	8900
	Room 3	1	1000	500	12,000	12,500
	Room 4	1	900	500	10,800	11,300
	Room 5	2	600	500	7,200	7,700
	<b>Room 5*</b>	<b>1</b>	<b>1100</b>	<b>500</b>	<b>13,200</b>	<b>13,700</b>

\*General Deposit is a one-time payment

**\*Limited Availability and only for the Female Block**

11 <sup>th</sup> Floor (Yearly Payment scheme)
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Please tick one	Room No.	Occupant(s)	Monthly Per Person	General Deposit	One Year Advance Rental	Total Payment (RM)
	Room 1	2	700	500	8,400	8,900
	Room 2*	1	1200	500	14,400	14,900
	Room 3*	2	800	500	9,600	10,100
	Room 4*	2	800	500	9,600	10,100

- **ONLY** yearly payment scheme
- Available only for the **FEMALE Block/Block A**
- Limited Availability

\*Attached bathroom

<b>For Office Use Only</b>						
Unit No.	Room No.	Occupants	Monthly Rental	General Deposit	One Year Advance Rental	Total Payment (RM)
Car Park (RM120 per Month) X ___ Months = RM_____						
Shuttle Bus (RM 100 per Month) X ___ Months = RM_____						
<b>Gross Total</b>						
Commencement Date: _____ to _____						

**DECLARATION**

1. I understand and undertake to abide by the conditions of accommodation reservation and the rules and regulations of the hostel, Termination of tenancy & Moving out procedure as well as appendix A,B,C,D and E which is hereby acknowledged as forming part of this agreement.
2. I declare that the particulars in this application are true to the best of my knowledge and believe that I have not wilfully suppressed any material fact. Any misrepresentation or omission of information will render me ineligible for student accommodation.
3. I undertake to make the full payment if my application is successful.
4. I agree to accept any accommodations assigned and that I have no right or entitlement to occupy or select any particular room under this contract, and I agree that the Management may reassign me to a different room or residence at its own discretion.

Applicant's Signature

Date:

\_\_\_\_\_

\_\_\_\_\_

Name: \_\_\_\_\_

NRIC: \_\_\_\_\_