



A member of the HELP Group

ACCOMMODATION APPLICATION FORM

TYPE OF APPLICATION: (Please tick ONE ONLY)

New

Renewal

STUDENT'S DETAILS				
Name				
NRIC/Passport No		D.O.B. dd/mm/yyyy		Student ID
Contact No				
Email Address				
Gender/Sex	<input type="checkbox"/> Male	<input type="checkbox"/> Female	Nationality/Country	
Religion	<input type="checkbox"/> Muslim	<input type="checkbox"/> Buddhist	<input type="checkbox"/> Hindu	<input type="checkbox"/> Christian
	<input type="checkbox"/> Others, please state : _____			
Home Address				
Programme Enrolled		Intake Date		
Expected Check-in Date				

ACCOMMODATION OPTION			
Type of Room	<input type="checkbox"/> Single	Optional	<input type="checkbox"/> Normal room
	<input type="checkbox"/> Twin sharing		<input type="checkbox"/> Air-conditioned room (subject to availability)

FOR OFFICE USE ONLY	
Apartment No./ House No.	
Room No.	
Check -in Date	
Staff Sign & Date	

Payment Details	
Booking fee (non-refundable)	RM 100.00
Deposit (refundable)	RM 500.00
Rental (4 months)	RM
Optional (*)	RM
Receipt No	
Bursary Sign & Date	

FOR EMERGENCY CASES, PLEASE CONTACT:-	
Name	
Email	
Address	
Relationship	
Contact No.	H/P:
	Home:
	Office:

Residential Requirement for New International Students

Beginning from January 2008, new international students joining HELP International College of Technology are required to stay at the HICT accommodation for at least one semester (4 months) upon arrival. This is to ensure they have a secure environment and to help them adjust to living and studying in Malaysia. International students who have immediate family members in Malaysia and intend to stay with family members may apply for exemption with a written request from the parent or legal guardian.

Rental Payment

Twin Sharing (without a/c)	RM 200 per month x 4 months	=	RM	800.00
Single (without a/c)	RM350 per month x 4 months	=	RM	1400.00
Single (with a/c)	RM450 per month x 4 months	=	RM	1800.00

Note : a/c means air-conditioned rooms. Subject to availability.

Booking fees (non-refundable)		=	RM	100.00
Security deposit (refundable)		=	RM	500.00

Optional

Mattress, pillow, pillowcase and bedsheet		=	RM	120.00
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Penalty

Late penalty payment of 10% will be charge if student does not make payment before the 7th day of the month.

Method of Room Assignment

Assignment of rooms will be made on a first come, first serve basis, upon receipt of booking fee and the application form. Should the type of room requested not be available, the management has the right to allocate the next best alternative. The Management reserves the right to assign students to any room to ensure that all rooms are filled. After you have been allocated a room, a request to transfer to another room can be made only at the end of a month subject to the approval of Student Services Department. To avoid disappointment, application should refrain from arriving earlier than the stated check-in date.