

PAYMENT DETAILS

Students must pay a non-refundable booking fee of RM100.00. A deposit of RM500.00 (refundable) will be imposed to student together with the 4 months rental. Students are only allowed to check-in once the full payment has been made. **ONE DAY before or the beginning of the commencement** students are allowed to check into their apartment.

Note:

1. Payment of booking fees does not guarantee a place in the accommodation. All bookings are entertained on a "first-come-first-serve basis". In the event the college is unable to provide a room for the student, the booking fees will be refunded.
2. Should the student check-in the room after the commencement of the semester begins; the student is still required to pay for the 4 months rental as the room has been reserved for the period being.
3. All payments in cash /cheque must be payable to "HELP ICT Sdn Bhd" and payable at Bursary.

ACCOMMODATION RULES AND REGULATIONS

A. Behavior and Discipline

1. No student is allowed to remove any fixture in the premises without the consent of the Student Services.
2. Common apartment furniture must not be moved into other rooms or from one unit to another unit.
3. No student is allowed to affix any fixture or do any writing or drawing on the walls, floor or furniture which might result in the said walls, floors and furniture being damaged, defaced and unusable.
4. All students shall notify the Student Services immediately of any damage to the premises during tenancy by completing the Repair Requisition form.
5. All students shall notify the Student Services Department for any repair/maintenance required by completion the Repair Requisition form.
6. All students are STRICTLY PROHIBITEN FROM SMOKING, GAMBLING AND CONSUMING ALCOHOL anywhere in the said premises.
7. The premises are used only as lodging and not for other purposes unless the prior consent of the Student Services is obtained.
8. Students of the premises must not interfere with the peace, comfort or privacy of another person who shares the same premises.
9. Students are strictly prohibited from bringing in strangers or a person from the opposite sex into their respective apartment/room. They are also not allowed to behave in such manner that may embarrass or cause inconvenience to others.
10. All students shall maintain tidiness and cleanliness of the premises at all times.
11. Pets are not allowed in the apartment.
12. The Student Services will take reasonable steps enforce obligation upon ant student to maintain peace, comfort and privacy in the occupation of the premises.
13. Students must return to apartment by 11.00pm.
14. The Student Services Department reserves the right to make spot checks on the apartment and bedroom without having prior notice to the students.
15. The Services Department reserves the right to move students to other units if there is a necessity.
16. In the event of investigation cases, HELP ICT personnel shall be authorized to search and make inspection or the rooms, which shall not be limited to general search of common areas, but also specific areas, which is locked and keyed (e.g wardrobe). This maybe conducted with/without the presence of the student.

B. Security of Premises

1. All students shall ensure that the premises are locked and secured reasonably at all times.
2. All students shall bear losses incurred due to their negligence in handling the premises.
3. No student is allowed to duplicate key(s) for the room(s) or apartment(s) or change the room that has been assigned without notifying the Student Services.
4. No student is allowed to remove/add any lock or security device without the prior consent of the Student Services.
5. The personnel of the Student Services have the right to enter the premises for inspection and repairs without prior notice to the students who are staying in the premises.
6. It is the responsibility of the student to ensure safety of their belongings and furniture in the accommodation. HELP ICT will not be held responsible for any losses of damages incurred.

C. Cessation of Stay at the Premises

1. All students shall return all keys and locks to the Student Services upon moving out from the premises.
2. No refund of deposit will be given to any student until the personnel of the Student Services has conducted a thorough checking of the premises.
3. Termination of tenancy agreement can only effected by giving two months notice through filling up the accommodation withdrawal form. Otherwise, the security deposit will be forfeited.
4. Refund of deposit will be deducted for damaged or defaced furniture and for cleaning of dirty premises.
5. HELP ICT reserves the right to expel any student from the premises who does not comply with the above rules & regulations.

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Letter of Undertaking

I have viewed the apartment / House allotted to me and I am satisfied with the conditions therein. I, hereby, agree to adhere to the following terms and conditions:-

- (i) Permit inspection of the apartment to be held as and when necessary by the Authorized Officials of the college.
- (ii) Agree to stay at least 4 months in the apartment allotted to me.
- (iii) It is the responsibility of the student to ensure safety of their belongings and furniture in the accommodation. HELP International College of Technology will not be held responsible for any loses or damages incurred.
- (iv) If I decide to terminate the Accommodation agreement, one month’s notice will be given. Otherwise, the security deposit will be forfeited.
- (v) At the point if the student leaves the accommodation, student will be charged the following:-
 - a. Cleaning charges (RM30.00)
 - b. Any damages incurred in the facilities / utilities as per agreement
- (vi) On the expiry if my agreement, I will be fully responsible and ensure that all facilities are as in the same condition as it was when taken possession
- (vii) I have read and fully understand the contents of the Accommodation Rules and Regulations or have explained to me in my own spoken language and agree to accept and abide by them without dispute.

The college has the right to amend the terms and conditions without prior notice

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Name:

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Date: