

**APPLICATION FORM FOR RENTAL ACCOMMODATION AT RESIDENTIAL COLLEGE
STUDENT HOUSING CENTRE**

APPLICATION CONDITIONS

1. The applicant is responsible for the number of days requested after approval is granted. **No refund will be effected** if the applicant **stays less than the number of days of stay from the date of application/does not stay at all/makes payment without approval** and **other matters involving the return of rental fees**. Applicants are also allowed to check vacancies with the approving officer at the Applied Residential College.
2. The applicant is responsible for the information provided in this form. Failure to fill in the information correctly allows us to take appropriate action based on the regulations in force.
3. Applicants are required to fill in the correct Residential College support e-mail as stated and if there is no response from the Approving Officer (Residential College applied for) within 2 days after the application is made, please contact the number listed for the purpose of confirming the rental status.
4. The application must be executed **within 14 days from the date of stay**.
5. The response period to be given to the applicant is **within seven (7) working days**.
6. For applications from UTHM students (having an active matrix card), the rental charge will be directly credited to the student's account by the Assets, Operations and Facilities Unit, Student Housing Centre.
7. **For applicants (External Tenants)**, payment can be made through **Invoice/Local Order (LO)** (please contact the Student Housing Centre at 07-4537562 for invoice withdrawal) or by **Electronic Fund Transfer (EFT) No. Account (UTHM) 0107-0000001-716 (Bank Muamalat)**. Please **note "H74205 hostel rental"** in the reference section. Please bring the payment receipt along with the application approval form during the key collection process.
8. Applicants are subject to the **Residential College Handbook** and **UTHM Student Housing Policy**.
9. The rental price schedule is as follows. Please Mark (v)

NO.	PACKAGE	PACKAGE I (WITH OUT PILLOW, PILLOWCASE & BEDSHEETS)				PACKAGE II (WITH OUT PILLOW, PILLOWCASE & BEDSHEETS)	
		PT. RAJA CAMPUS		PAGOH CAMPUS		PT. RAJA AND PAGOH CAMPUS	
1.	SCHOOL STUDENTS	5.50		6.50		10.00	
2.	UTHM STUDENTS	5.50		6.50		10.00	
3.	IPTA/IPTS STUDENTS	8.00		8.00		10.00	
4.	PROGRAMS ORGANIZED BY UTHM	8.00		8.00		10.00	
5.	PROGRAMS ORGANIZED BY GOVERNMENT SECTOR	10.00		10.00		15.00	
6.	PROGRAMS ORGANIZED BY PRIVATE SECTOR	10.00		10.00		15.00	
7.	INTERNATIONAL STUDENTS	15.00		17.00		20.00	

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RENTAL LOCATION :			
	KKDK PT. RAJA kkdkpr@uthm.edu.my 011-37735453 Pn. Yazilah Yazir	KKK PAGOH pentadbirankkp3@gmail.com 019-7917721 En. Khairul Akmal	KKLK PT. RAJA izat@uthm.edu.my 017-7575287 En. Izat Sani

A. APPLICANT INFORMATION

NAME :

NATIONAL ID : MATRIX NUMBER :

ORGANIZATION :

PHONE NUM. : EMAIL :

RENTAL PURPOSE :

START DATE : END DATE :

NUMBER OF PARTICIPANTS : GENDER : MALE : FEMALE :

I HEREBY CONFIRM ALL THE INFORMATION
WHAT IS GIVEN IS TRUE.

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SIGNATURE OF THE APPLICANT

DATE :

B. APPROVAL OF RESIDENTIAL COLLAGE COORDINATING OFFICER

PERMOHANAN : APPROVED

: DENIED (PLEASE INDICATE THE REASON)

REMARKS : _____

CHARGES : _____

ROOM NUMBER : _____

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COORDINATING OFFICER **DATE**

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