



**UNIMAS HOLDINGS SDN. BHD.** (727487-D)  
(A Company Wholly Owned By Universiti Malaysia Sarawak)

**RESIDENCE APPLICATION FORM  
[ INTERNATIONAL STUDENT ]**

Document No.	:	UHSB-FM-FCM-001
Revision No.	:	00
Effective Date	:	12.02.17
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**NOTES & INSTRUCTIONS TO APPLICANT**

- Placement is made on a 'First Come, First Serve' basis. **BOOKING IS NOT ALLOWED** and UNIMAS Holdings Sdn. Bhd. (UHSB) will not process any incomplete forms.
- Upon confirmation on the availability of accommodation, UHSB will contact the applicant through e-mail / contact number provided on the amount chargeable.
- Any payment made by the applicant without prior instruction from UHSB does not guarantee a place at Dahlia Apartment and UHSB staff are empowered not to accept and provide room for the applicants.
- Applicants who wish to continue their tenancy for the next semester are required to submit new application and it is subject to the approval of UHSB management.
- Please fill the form using Adobe Acrobat, save the file and print/scan/forward to [kolejdahlia@unimasholdings.com](mailto:kolejdahlia@unimasholdings.com) and/or fax to 082-665 658 and/or hand-over personally to our Dahlia Apartment Office.
- Please refer the provided attachment for additional instruction(s). By signing the Residence Application Form, it is deemed that you have read and understood all the instruction(s) provided.

You are **REQUIRED** to attach your recent photograph here

**SECTION 1 – TYPE OF STAY**

Long Term Stay       Short Term Stay       Single Bed       Double Bed

**SECTION 2 – APPLICANT DETAILS**

Full Name (In BLOCK LETTERS) :	
NRIC   Passport No. :	Contact Number :
Matric Card Number :	E-Mail :
Date of Birth :	Gender :
Nationality & Race :	Religion :
Program   Faculty   Intake Detail(s):	
Expected Check-In Date :	Expected Check-Out Date (Short Term Stay Only) :
I am a : <input type="checkbox"/> Degree student <input type="checkbox"/> Master student <input type="checkbox"/> PhD student <input type="checkbox"/> Other's (Please state) :	
This is my : <input type="checkbox"/> 1 <sup>st</sup> Year <input type="checkbox"/> 2 <sup>nd</sup> Year <input type="checkbox"/> 3 <sup>rd</sup> Year <input type="checkbox"/> 4 <sup>th</sup> Year <input type="checkbox"/> 5 <sup>th</sup> Year at UNIMAS <input type="checkbox"/> Other's (Please specify) :	
Permanent Home Address :	Correspondences Address (If applicable) :
Please state your reason for staying at Dahlia Apartment and attach relevant document(s) for security purposes (For Short Term Stay Only):	
Do you have any medical condition which may be of concern? <input type="checkbox"/> Yes <input type="checkbox"/> No	
If yes, please describe and attach any relevant document(s) from your Doctor(s):	

**SECTION 3 – RECENT COLLEGE/OUTSIDE ACCOMMODATION (IF APPLICABLE)**

Name of College   Area :	Room   Apartment   House Number :
Name of College Manager   House Owner :	Contact Number & E-mail (if any) :
Reason(s) for leaving :	

**SECTION 4 – PARENT/GUARDIAN TO CONTACT IN CASE OF EMERGENCY**

Name :	Relationship :
House Phone :	Mobile Phone :
E-mail Address :	Fax Number :
Permanent Home Address :	Correspondences Address (If applicable) :



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**SECTION 5 – RESIDENTIAL TYPE**

Please tick (✓) to indicate your preference	Room Type (Availability)	Hostel Fee(s)		Remarks and Facilities Provided
		Long Term Stay	Short Term Stay	
<b>DAHLIA APARTMENT - BLOCK A (Single Bed)</b>				
<input type="checkbox"/>	High Premium (For Female Students Only)	** RM3,564.00 [ RM27.00 / day ]	RM75.00 / day [ Nett Inclusive of GST ]	Air-condition room, water heater, quality furniture, refrigerator, drying rack and wifi
<input type="checkbox"/>	Premium - Limited (Available For Male & Female Students)	** RM3,300.00 [ RM25.00 / day ]	RM65.00 / day [ Nett Inclusive of GST ]	Air-condition room, quality furniture, refrigerator, drying rack and wifi
<input type="checkbox"/>	Premium (Available For Male & Female Students)	** RM2,772.00 [ RM21.00 / day ]	RM60.00 / day [ Nett Inclusive of GST ]	Premium room with quality furniture, refrigerator, drying rack and wifi
<input type="checkbox"/>	Premium (For Disabled Person – Male & Female)	** RM2,772.00 [ RM21.00 / day ]	RM60.00 / day [ Nett Inclusive of GST ]	Premium room with quality furniture, refrigerator, drying rack and wifi
<b>DAHLIA APARTMENT - BLOCK B (Double Bed)</b>				
<input type="checkbox"/>	Premium (Available For Male & Female Students)	** RM1,980.00 [ RM15.00 / day ]	RM45.00 / day [ Nett Inclusive of GST ]	Premium and comfortable room where students are allowed to choose their room-mate

Important Note (\*\*):

1. All new and approved application will be charged an administrative fee of **RM185.00** and a Refundable Deposit of **RM500.00**.
2. All fee(s) **MUST** be paid up-front | Per **SEMESTER** basis.

**SECTION 6 – APPLICANTS DECLARATION**

I, \_\_\_\_\_, having completed this Residence Application Form, agree to abide to all Rules & Regulations set by the management of UNIMAS Holdings Sdn. Bhd. (UHSB) and Universiti Malaysia Sarawak.

By signing this document, I understand and fully agree:

- That my application will be rejected, or my tenancy will be nullified if I provide false information or fail to disclose pertinent medical and other relevant information;
- That I have read and accept all terms stated in the Rules & Regulations stated in the 'Buku Panduan Pelajar' when accepted into the University and/or any other brochure(s) given to me during check-in/course of stay;
- That UHSB is managing the operation of certain blocks of Dahlia Apartment but the overall management still falls under the governance and jurisdiction of Universiti Malaysia Sarawak;
- That UHSB have the rights to check my previous tenancy records at UNIMAS Campus and/or from my previous homeowner;
- That I will not bring the opposite gender to enter and/or stay overnight at my room/apartment;
- That the administrative fee of RM185.00 is non-refundable in the event that I fail to take up accommodation for whatsoever reason;
- That all my rental payment(s) for the whole semester will be forfeited if I decide to moved out of Dahlia Apartment within that semester;
- To accept and pay the current rates of residence rental and/or any payment dues with the management as required by UHSB Management;
- That I will take full responsibility to the furniture and fittings provided in my room and also collective responsibility with my fellow housemate to the apartment including paying for the damaged item(s) done by me and/or housemate;
- That I am responsible to my personal safety and the security of my money and/or valuable items and will not make any claims towards UHSB and/or the University in the event of accident and/or theft/loss to my personal belonging;
- To update UHSB immediately upon any change(s) to my personal and/or parents/guardians detail;
- That UHSB reserves the right to vary the rental rates or any other rates and any other terms and condition stipulated herein or in the Residence Rules & Regulations as and when deems fit.

Signature of Applicant : \_\_\_\_\_

Date : \_\_\_\_\_

**SECTION 7 – FOR OFFICE USE ONLY**

Admin Department:	Account Department:	Head of Facility Department:
-----	-----	-----
Name :	Name :	Name :
Designation :	Designation :	Designation :
Date :	Date :	Date :
Note :	Note :	Note :

### **Important Notes & Instructions to Applicant**

1. UHSB Management will try to accommodate special requests wherever possible and subject to the availability of rooms. However, **THE FULFILLMENT OF SUCH REQUESTS ARE NOT GUARANTEED**. Applicants who are unsuccessful in securing their preferred room type will be offered the next best alternative.
2. All new and approved application will be charge an administrative fee and a Refundable Deposit.
3. The administrative fee of RM185.00 include one (1) quality set of bedsheet and pillow case.
4. The Refundable Deposit of RM500.00 is **MANDATORY** and will be used to cover the damage(s) done to the room (if any) and/or apartment (if any) according to the actual cost of repair. Upon check-out and filling the 'Request For Refund Form', it will be processed and bank-in within 4-8 weeks.
5. The hostel fee includes all provided furniture/appliance/facilities to your room & apartment. It is also inclusive of utility bills and cleaning services to your apartment (excluding room).
6. The above calculation is based on UNIMAS Academic Calendar. Students will be charged per pro-rate basis if the check-in date is different from the earlier calculated date (refer example on how to calculate your rent).
7. If the applicant check-out from Dahlia Apartment within any given months during that semester regardless of any reason, ie. being accepted into other UNIMAS colleges or decided to stay outside of campus; the payment will be calculated as follows:
  - i. Administrative fee (RM 185.00) **FORFEITED**;
  - ii. All payment for hostel fees during that semester will be **FORFEITED**;
  - iii. This is to cover the loss of revenue when approving your application and rejecting other students who wanted to stay for a full semester here at Dahlia Apartment;
  - iv. You are advised to apply **ONLY** if you have **COMMIT** yourself to stay at Dahlia Apartment for the whole semester.

#### **PAYMENT / BANK-IN**

1. Our staff are **NOT ALLOWED** to receive any cash from tenant other than payment for 'Fines for Small Offence'
2. It is the duty of the applicant(s) to do the arrangement of banking in the total charges into UHSB account. Applicant(s) can either 'bank-in at the counter', use 'cash deposit machine' or online transfer.
3. All cheque(s) or bank draft must be crossed and made payable to **UNIMAS HOLDINGS SDN. BHD.**  
Bank Account Number : **RHB 2111 2800 001 803**                      Swift Code : **RHBBMYKL**  
Bank Address : RHB Bank Berhad, Unisquare Branch, GF No. 12 & 13, Lot 5608 & 5609, 94300 Kota Samarahan, Sarawak, Malaysia
4. A scan copy of the receipt **MUST** be forwarded to [kolejdahlia@unimasholdings.com](mailto:kolejdahlia@unimasholdings.com) with your name, IC or passport number, matric number and handphone number to be contacted. You are **REQUIRED** to bring the original slip during check-in in order to smoothen your check-in process.
5. For more information, you can contact the following:

Student Accommodation Services,  
UNIMAS Holdings Sdn. Bhd.,  
Ground Floor, Block A2, Dahlia Apartment,                      **or**  
Universiti Malaysia Sarawak,  
94300 Kota Samarahan  
Tel : +6082 – 665 657  
Fax : +6082 – 665 658  
E-mail : [kolejdahlia@unimasholdings.com](mailto:kolejdahlia@unimasholdings.com)

UNIMAS Holdings Sdn. Bhd.,  
(A wholly-owned company of Universiti Malaysia Sarawak)  
1<sup>st</sup> Floor, Lot 3211, Block 10, KCLD,  
Green Road,  
93150 Kuching, Sarawak  
Tel : +60 82 – 222 000  
Fax : +60 82 – 222 107

#### **Example of Calculation (For Long Term Stay):**

- a. Intake Semester 2 – February 2017 (Session 2016/2017)  
Lectures start on 13.02.17 until 23.07.17 (final day of examination week, which means student check out on 24.07.17);

**Assuming students come back from holiday and check-in to Dahlia Apartment Block A (Premium Room) on 12.02.17;**

**Total chargeable days = 16 (Feb 17') + 31 (Mar 17') + 30 (Apr 17') + 31 (May 17') + 24 (June 17') = 132 days**

**Total payable**     = [RM21.00 x 132 days] + RM185.00 + RM500.00  
                             = RM 2,772.00 + RM185.00 + RM500.00  
                             = **RM 3,457.00**

\*\* Total days chargeable depends on which date the students check-in. If different from the above, it will be calculated per pro-rate basis.