



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

**RESIDENCE APPLICATION FORM
[LOCAL STUDENT]**

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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 Kolej Dahlia 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 and/or fax to 082-665 658 and/or hand-over personally to our Kolej Dahlia Office.
- 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 st Year <input type="checkbox"/> 2 nd Year <input type="checkbox"/> 3 rd Year <input type="checkbox"/> 4 th Year <input type="checkbox"/> 5 th Year at UNIMAS <input type="checkbox"/> Other's (Please specify) :	
Permanent Home Address :	Correspondences Address (If applicable) :
Please state your reason for staying at Kolej Dahlia 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 [One Semester]	Short Term Stay	
KOLEJ DAHLIA BLOCK A (Single Bed)				
<input type="checkbox"/>	High Premium	RM18.00 / day [approx. RM2,268.00] * Assuming 1 Sem = 126 days	RM50.00 / day	Air-condition room, water heater for apartment, quality furniture, refrigerator, drying rack and wifi
<input type="checkbox"/>	Premium	RM14.00 / day [approx. RM1,764.00] * Assuming 1 Sem = 126 days	RM40.00 / day	Premium room with quality furniture, refrigerator, drying rack and wifi
<input type="checkbox"/>	Premium (Disabled Person)	RM14.00 / day [approx. RM1,764.00] * Assuming 1 Sem = 126 days	RM40.00 / day	
KOLEJ DAHLIA BLOCK B (Double Bed)				
<input type="checkbox"/>	Deluxe	RM12.00 / day [approx. RM1,512.00] * Assuming 1 Sem = 126 days	RM40.00 / day	Comfortable room with air-condition, water heater for apartment and standard furniture where students are allowed to choose their room-mate
<input type="checkbox"/>	Standard	RM7.00 / day [approx. RM882.00] * Assuming 1 Sem = 126 days	RM30.00 / day	Comfortable room with standard furniture where students are allowed to choose their room-mate

Important Note(s) :

- Applicant are required to bring their own personal item/toiletries, towel, etc during their Short Term Stay. It is **NOT PROVIDED** by Kolej Dahlia.
- All new and approved application will be charged an administrative fee of **RM185.00** and a Refundable Deposit of **RM500.00**. Hostel fee(s) can be paid up-front (**SEMESTER**) or on **MONTHLY** basis.
- The administrative fee includes one (1) quality set of bedsheet and pillow case. 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**.
- 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.
- The hostel fee includes all provided furniture/appliance/facilities to your room & apartment (inclusive of utility bills). Wi-Fi and cleaning services (excluding room) is provided **FREE OF CHARGE**.
- The above calculation is an example and it is based on UNIMAS Academic Calendar (per semester) and will change according to each specific UNIMAS Semester Calendar.

PAYMENT / BANK-IN

- All payment for accommodation **MUST** be made through JomPAY (Internet & Mobile Banking) or Cash Payment at Kolej Dahlia Office.
- Please follow the procedure below to make payment through JomPAY
 - Logon to your Internet & Mobile Banking and look for JomPAY
 - Enter JomPAY Biller Code and Reference Number (Ref-1 & Ref-2) with payment from your Current, Savings or Credit Card account.



Bill Code: **10520**
Ref-1: **Matrix No (Student) or IC/Passport Number (Visitor)**
Ref-2: **Student/Visitor Name**

JomPAY online at Internet and Mobile Banking with your Current, Savings or Credit Card account

- For more information, you can contact the following:

UNIMAS Holdings Sdn. Bhd.,
1st Floor (above Dahlia Cafe), Kolej Dahlia Office,
Universiti Malaysia Sarawak, 94300 Kota Samarahan
Tel : +60 82 – 665 657
Fax : +60 82 – 665 658 | E-mail : kolejdahlia@unimasholdings.com

or

UNIMAS Holdings Sdn. Bhd.,
Level 6, UNIMAS City Campus, Lot 77, Section 22, KTLD
Jalan Tun Ahmad Zaidi Aduce, 93150 Kuching, Sarawak
Tel : +60 82 – 222 000
Fax : +60 82 – 222 107



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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 for UNIMAS HOLDINGS SDN BHD (UHSB) :

- To reject or nullify my tenancy if I provide false information or fail to disclose any pertinent medical and other relevant information;
- To check any of my records with Universiti Malaysia Sarawak or any other applicable third party if needed in regards to my application;
- To accept and pay the current rates of residence rental and/or any payment dues with UHSB Management;
- To perform eviction should I fail to settle any hostel fee(s) due to the Company;
- To take disciplinary action (including eviction) if I am found to bring the opposite gender to enter and/or stay overnight at my room/apartment/block;
- To FORFEIT the administrative fee of RM185.00 in the event that I fail to take up accommodation for whatsoever reason;
- To charge 'Short Term Rate' if I decide to check-out of Kolej Dahlia within the early TWO MONTHS of accommodation during the semester, whereby UHSB will charge a FULL TWO MONTH FEE due to the check-out;
- To charge FULL MONTHLY FEE on the month that I decided to check-out of Kolej Dahlia after the third month onwards of accommodation for whatsoever reason;
- To FORFEIT the Refundable Deposit of RM500.00 if I fail to request it through the completed "Residence Request Form" within two months from my check-out date;
- To update UHSB immediately upon any change(s) to my personal and/or parent(s)/guardian(s) detail;

I also declare and agree:

- 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 Kolej Dahlia but the overall management still falls under the governance and jurisdiction of Universiti Malaysia Sarawak;
- That I will not transfer my accommodation to any other third party;
- 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;
- 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

Kolej Dahlia Office:	Facilities Department:	Account Department:
<p>-----</p> <p>Name : Designation : Date : Note :</p>	<p>-----</p> <p>Name : Designation : Date : Note :</p>	<p>-----</p> <p>Name : Designation : Date : Note :</p>

OFFICE NOTES & REMARKS (IF ANY)