



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

RESIDENCE APPLICATION FORM

Document No.	:	UHSB-FM-FAM-01
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NOTES & INSTRUCTIONS TO APPLICANT

- Placement is made on a 'First Come, First Serve' basis.
- Upon confirmation on the availability of accommodation, UHSB will contact the applicant through e-mail or the contact number provided.
- Any payment by the applicant without prior instruction from UHSB does not guarantee a place at the Hostel.
- Please submit the duly completed form to UHSB office (HQ | Hostel) or email to:
 - kolejdahlia@outlook.my (For Kolej Dahlia) | justinbaba@unimasholdings.com (For Kolej Sebayor)

Attach your recent
photograph here

SECTION 1 – FORM REFERENCE (TO BE COMPLETED BY RECEIVING DESK)

Ref. Number (UHSB):

Date (UHSB):

SECTION 2 – HOSTEL PREFERENCE & TYPE OF STAY

Kolej Dahlia

Kolej Sebayor

Long Term Stay (LTS)

Short Term Stay (STS) **

** Short Term Stay – Hostel accommodation which is less than two (2) months

– Applicant are **REQUIRED** to bring own personal item/toiletries, towel, etc as it is **NOT PROVIDED** by the hostel

– Application by external applicant(s) for **MUST** be attached with personal identification detail(s)/document(s) for security purpose(s)

SECTION 3 – APPLICANT DETAILS

Full Name (In BLOCK LETTERS) :

NRIC | Passport No. :

Contact Number :

Matric Card Number :

E-Mail :

Date of Birth :

Gender :

Nationality & Race :

Religion :

Expected Check-In Date & Time :

Expected Check-Out Date & Time (STS) :

Preferred Roommate (State name & matric no.):

(For Double-Room Only & If Available)

Program | Faculty | Intake Detail(s):

I am Studying : Pre-U Degree Master PhD Staff Visitor Other's (Please specify) :

Current year at UNIMAS : 1st 2nd 3rd 4th 5th Other's (Please specify) :

Permanent Home Address :

Correspondences Address (If applicable) :

Reason(s) for applying:

Describe any medical condition which may be of concern and attach relevant document(s) from Doctor(s):



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SECTION 4 – 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) :

SECTION 5 – CHARGERS

Tick (✓) to indicate preference	Room Type	Charges Per Pax / Day [RM]		
		Short Term Stay (Local/International)	Long Term Stay	
			Local	International
KOLEJ DAHLIA				
	Single - High Premium	RM50.00 / Day	RM18.00 / Day	RM25.00 / Day
	Single - Premium	RM40.00 / Day	RM14.00 / Day	RM20.00 / Day
	Single Premium - (Disabled Person)	RM40.00 / Day	RM14.00 / Day	RM20.00 / Day
	Double Room - Deluxe	RM40.00 / Day	RM12.00 / Day	RM17.00 / Day
	Double Room - Standard	RM30.00 / Day	RM7.00 / Day	RM12.00 / Day
KOLEJ SEBAYOR				
	Double Room - Deluxe	RM50.00 / Day	RM18.00 / Day	RM25.00 / Day

Important Note(s) :

- Room types:
 - Single High Premium Room - Air-condition room, water heater for apartment, quality furniture, refrigerator, drying rack and wifi
 - Single Premium Room (Also provided for Disable Person – OKU) - Premium room with quality furniture, refrigerator, drying rack and wifi
 - Double Room Deluxe – Comfortable room with air-condition, water heater for apartment and standard furniture
 - Double Room Standard - Comfortable room with standard furniture
 - Room Charge = Rate Per Day x Total Number of Stay (In days per semester)
- Short Term Stay will be provided only if the hostel have available room.
- All new and approved 'Long Term Stay' 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).

PAYMENT / BANK-IN

- All payment for accommodation **MUST** be made through JomPAY (Internet & Mobile Banking).
- 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.



Biller 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:

Kolej Dahlia Management Office,
 UNIMAS Holdings Sdn. Bhd., Level 1,
 Universiti Malaysia Sarawak ,
 94300 Kota Samarahan, Sarawak
 Tel : +60 82 – 665 657 / +60 82 – 665 658
 E-mail : kolejdahlia@outlook.my

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
 E-mail : justinbaba@unimasholdings.com

SECTION 6 – GENERAL TERMS & CONDITIONS

- Upon application approval, UNIMAS HOLDINGS SDN BHD (UHSB) have the rights to :
 - Reject or nullify the tenancy if the applicant provided false information or fail to disclose any pertinent medical and other relevant information;
 - Perform eviction should the tenant fail to settle any hostel fee(s) due to the Company;
 - Take disciplinary action (including eviction) if the tenant is found to bring the opposite gender to enter and/or stay overnight at his/her room/apartment/block;
 - To FORFEIT the administrative fee of RM185.00 in the event that the applicant failed to take up accommodation for whatsoever reason;
 - To charge 'Short Term Rate' if the tenant decided to check-out of hostel within the early TWO MONTHS of accommodation during the semester, whereby UHSB will charge a FULL TWO MONTHS FEE due to the check-out;
 - To charge FULL MONTHLY FEE on the month that the tenant decided to check-out of the hostel after the third month onwards of accommodation for whatsoever reason;
 - To FORFEIT the Refundable Deposit of RM500.00 if the applicant failed to request it through the completed "Residence Request Form" within two months from his/her check-out date
- The Hostel Management shall not under any circumstances be responsible for any damage, loss or theft of any property, money and other items belonging to the tenants and/or their visitors and any personal injuries suffered by the tenants or their visitors/guests howsoever caused.
- Tenants are expected to pay for the costs involved in cleaning, repairing or repainting of their room if they are not maintained in the conditions they were in at the beginning of the check-in except for normal wear and tear.
- Any damage/loss of hostel property must be reported immediately to the Hostel Management. Tenants will be charged for any missing/damage properties except damages incurred by normal wear and tear.
- Hostel furniture must not be moved into other rooms or from one hostel room to another. A penalty will be imposed for failure to comply.
- Tenants are responsible for keeping their apartment and room clean and tidy at all times. A penalty will be imposed for excessively dirty and unhygienic rooms.



SECTION 6 – GENERAL TERMS & CONDITIONS (CONTINUED)

7. Tenants must return their apartment access card and room keys upon termination of their tenancy. Upon vacating the rooms, residents must ensure that everything is clean and in order.
8. Tenants are required to fill up the Customer Complaint Form obtainable at the Hostel Management Office in case repair works are needed.
9. Smoking is not allowed in the hostel complex or campus area at anytime. Tenants caught smoking will be imposed a minimum fine of RM 50.00 and a maximum fee of RM 1000 for outsiders.
10. Possession and/or consumption of alcoholic beverage in the hostel area are not allowed.
11. Due consideration must be accorded to other tenants in the hostel and noise level must be kept low to allow others to study or sleep in comfort after 10.00 pm.
12. As a company wholly owned by Universiti Malaysia Sarawak, any outstanding debt to UHSB is also considered a debt to Universiti Malaysia Sarawak.
13. At such, only graduands who **have settled all outstanding debts** to the University (fees/penalties/compounds/CAIS debts/fines) are allowed to attend the years Convocation Ceremony.

SECTION 7 – 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) :

- That I will not transfer my accommodation to any other third party;
- To accept and pay the current rates of residence rental and/or any payment dues with 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 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 8 – FOR OFFICE USE ONLY

Hostel Management Office:	Facilities Department:	Account Department:
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Name :	Name :	Name :
Designation :	Designation :	Designation :
Date :	Date :	Date :

OFFICE NOTES & REMARKS (IF ANY)