

ZERO TOLERANCE!

HOSTEL is now practicing ZERO TOLERANCE POLICY. Failing to abide by any of the rules and regulations below will result in EXPULSION from the hostel and total forfeiture of all fees paid.

1. GENERAL RULES

1.1 Student ID card

Residents must be able to produce their Student ID cards when requested by the Hostel Officer. All temporary cards lost will be charged **RM50.00 per card loss** to be reported to Hostel Officer within 24 hours.

Should there be any loss of Student IDs, please refer to Admission Office to replace for new cards.

1.2 Dress code and personal appearance

Residents must dress in neat, appropriate and decent attire.

1.3 Change of room

Residents must only occupy rooms that are assigned to them. Any request for changing rooms is subject to availability and approval from Hostel Management. Please fill up the SPACE Request for Change Form which can be made available with Accommodation Office @Student Services Department.

1.4 Replacing or borrowing room key (from RM45.00 per key)

- i) Residents are responsible to keep their key in a safe place and for taking their keys with them at all times.
- ii) In case of loss of key, residents have to bear the cost of replacement key of **RM60.00**
- iii) In order to reduce the case of accidental locking of keys, residents will be charge **RM45.00** for assistance to unlock door on weekdays working hour. However, **RM65.00** will be charged for assistance to unlock door on weekends or after working hour.

1.5 Maintain peace and tranquility

Residents must not cause any inconvenience, annoyance, obstruction, nuisance or any act that will disturb the general peace of other residents in the hostel.

1.6 Save Energy Policy

All electrical appliances including computer, light and fan must be switched off when not in use or when leaving the room and must not be left unattended. If electrical charges are above RM170.00 cap per room (the average per student will be divided to number of residents in the room), students will be charged accordingly.

2.0 GENERAL PROHIBITIONS

2.1 Smoking/Vaping or possession of cigarettes/tobacco

Residents who were caught smoking cigarettes or any form of tobacco or in possession of tobacco product in hostel area will be sent to the Student Disciplinary Board and are liable to be expelled from the hostel.

2.2 Prohibited drugs or ecstasy pills

Using or possessing prohibited drugs or ecstasy pills are strictly prohibited in the hostel. [Disciplinary Action: To be brought to the Student Disciplinary Board and are liable to be expelled from the hostel]

2.3 Alcoholic drinks

All forms of alcoholic drinks or drinks containing alcohol are strictly forbidden and resident must not keep such drinks anywhere in the hostel rooms. [Disciplinary Action: To be brought to the Student Disciplinary Board and are liable to be expelled from the hostel]

2.4 Pornographic materials and dangerous weapons

Residents are not allowed to keep any pornographic objects, distasteful materials or letters in computer or in form of softcopy or hardcopy, and any kind of dangerous weapons including explosive materials. [Disciplinary Action: To be brought to the Student Disciplinary Board and are liable to be expelled from the hostel]

2.6 Forgery

Any action of forgery is a serious offence e.g. copying of signature. [Disciplinary Action: To be brought to the Student Disciplinary Board and are liable to be expelled from the hostel]

2.7 Cooking in the room

In order to prevent smell and pest nuisance, all type of cooking including storing and preparing food is strictly prohibited in the hostel room except at the common Kitchen area.

2.10 Pouring water or object to the ground

Residents are not allowed to pour water to the ground or throw any kind of object to the ground.

2.11 Keeping pets

Residents are not allowed to keep pets in the room or within the hostel area.

2.12 Business in the hostel/apartment

Residents are not allowed to do any kind of business trading in the hostel without permission from the Hostel Officer.

3. RESTRICTED AREA

3.1 Squatter

Residents are strictly prohibited from allowing any outside visitors including family and friends or non-residents to enter their room or hostel block premises even for short period basis. Anyone caught residing in the room without permission from Hostel Officer will be treated as squatter. [Disciplinary Action: To be brought to the Students Disciplinary Board and are liable to be expelled from the hostel]

3.2 Out of bound areas

All areas within the female hostels are out of bound for the male residents and vice versa. Permission from the Hostel Officer needs to be requested should you need to go into the opposite sex's room. Residents are also stay out of bound from SPACE Café area especially when the café is not in operation. [Disciplinary action: To be brought before the Disciplinary Committee and are liable to be expelled from the hostel]

3.3 Male-Female segregation

Dating and coupling between unmarried couples or being in close physical proximity between opposite sexes in suspicious situation or in conditions, which may raise suspicious as to the real motive of the act are prohibited. [Disciplinary action: To be brought before the Disciplinary Committee and are liable to be expelled from the hostel]

4. CLEANLINESS AND MAINTENANCE

4.1 Mattress care

Mattress must be covered with bed sheet at all times and residents must ensure of it cleanliness. Residents will be charged should there found any damages found during their stay in hostel.

4.2 Hostel room and hostel premises

- i) Residents must make sure their room is clean and tidy at all times.
- ii) Residents are responsible for the cleanliness of the hostel areas such as corridor, lobby, own room, bathroom, pantry, food court and parking area.
- iii) Do not leave any dirty or smelly or soaked clothes or any personal belongings; inside or outside the room or at the bathroom or pantry.
- iv) Do not paste any posters or pictures at the wall, door and furniture inside the room or at any place of the hostel premises.
- v) Do not use any kind of material or substance including but not limited to using nails, tapes, glue, spray or paint that could develop dirty condition on the wall, ceiling and floor or at any part of the room or hostel premises. [Penalty: RM100 or the total replacement cost, whichever is higher]
- vi) Residents will be held responsible if any items of the room facilities are found damaged or missing due to their negligence. [Penalty: RM100 or the total replacement cost, whichever is higher]

5. VANDALISM

Residents must take proper care in using the hostel premises and facilities and shall not do anything which disfigures, defaces or causes damage to any part of the grounds or buildings or to any articles or fixtures therein. [Penalty: RM500 or the total replacement cost, whichever is higher] and/or [Disciplinary action: To be brought to the Students Disciplinary Board and are liable to be expelled from the hostel].

6. CURFEW

- i) The curfew period for the Hostel is set at 11 p.m. to 7 a.m. in the morning.
- ii) All residents must return to the Hostel no later than 11 p.m. daily.
- iii) All residents are to be in their own respective rooms by 3 a.m. daily.
- iv) No visitors are allowed in the Hostel after 11 p.m. daily.
- v) Should a resident need to return after 11 p.m. to the Hostel, prior approval from the Student Services Department is required.
- vi) The resident is to submit a letter to Request to Return Late to the Student Services Department 3 days before the actual date of late return, stating the reasons and expected time of return.
- vii) All requests to return late to the Residential Hall should not be later than 2 a.m. in the morning.

NOTE:

SHOULD YOU NOTICE ANY DAMAGE INSIDE, OUTSIDE OR NEARBY YOUR ROOM, PLEASE REPORT TO US IMMEDIATELY OR YOU COULD BE HELD RESPONSIBLE FOR THE DAMAGE.

IF YOU HAVE PROBLEM WITH THE DOOR LOCK (E.G. MALFUNCTION, JAMMED ETC), PLEASE CONTACT OUR OFFICER IN-CHARGE IMMEDIATELY.

DO NOT TRY TO FIX IT, AS YOU COULD BE CHARGED UNDER ITEM NO. 5 SHOULD ANY DAMAGE OCCURRED TO THE DOOR AND DOOR LOCK AS THE RESULT OF YOUR ACTION

- *Student Services Department reserves the right to make spot checks on the hostel rooms without having to give prior notice to the residents.*
- *Student Services Department reserves the right to revise the Rules and Regulations as it deems necessary.*

Emergency Contact Number:

Ms Zed Zuraida 019-8892801
Ms. Jesscia Ang 016-433 7604

DECLARATION

I have read and agreed to abide by the Zero Tolerance Policy. I understood that I will be responsible on my own action if I found to be violating the above.

Name: _____

Signature: _____

Date: _____