



**IMPORTANT**

1. Applicant must pay hostel rental on a termly basis (1 term is equivalent to 6 months). Short term stay is subject for approval from the Hostel Management.
2. The Hostel Management will try to accommodate special requests wherever possible subject to the availability of rooms. However, **THE FULFILLMENT OF SUCH REQUEST IS NOT GUARANTEED.** Applicants who are unsuccessful in securing their preferred room type will be offered the next best alternative.

**PARENT(S) OR GUARDIAN(S)**

Name of Parent/Guardian : \_\_\_\_\_

Relationship (please tick) :  Parent  Guardian Occupation : \_\_\_\_\_

Company Name (if any) : \_\_\_\_\_

Contact Address : \_\_\_\_\_

Direct Contact Number :  Fax (if any):

Other Contact Number (if any) :  E-mail : \_\_\_\_\_

\* All correspondence will be directed to the contact person as specified above

**EMERGENCY CONTACT**

Name of Contact Person : \_\_\_\_\_

Relationship (please tick) :  Parent  Guardian

Direct Contact Number :

E-mail : \_\_\_\_\_

**MEDICAL HISTORY (for emergencies usage)**

Allergies (skin or medicine if any) : \_\_\_\_\_ Blood Type (√) :  A  B  AB  O

Do you hold any OKU Card? (√)  NO  YES (specify details): \_\_\_\_\_

Do you have any medical concerns which may be of concern (please specify if YES): (√)  NO  YES

Details of medical concerns: \_\_\_\_\_

**CHECK-LIST**

I hereby enclosed the following with this booking:

One passport-sized latest photograph

Certified true copy of Identification the Applicant (please tick) :  NRIC Both sides  Passport Identification

Hostel Application Fee\* (RM 100) + Processing Fee\* (RM 50) + 1 month Advanced Rental\* = \_\_\_\_\_ (non-refundable)

Select ONE Payment Mode (please tick):

Cash  Bank Draft  Telegraphic Transfer  Cheque  Credit Card  Others \_\_\_\_\_

\*Fees are inclusive of GST Charges

## SPACE HOSTEL RENTAL RATE

**\*Calculation of New Rate Effective From 1<sup>st</sup> June 2018**

TYPE OF ACCOMMODATION	*DEPOSIT (RM)	RENTAL PER TERM {MONTHS} (RM)	TOTAL PAYABLE (RM)
<b>SPACE DISTED STUDENT RESIDENCE</b>	RM		
Malaysian (with NRIC)	500	No of Months staying [    ] * Rental	=
International Passport Holder	1000	No of Months staying [    ] * Rental	=

\* Refundable (subject to terms and conditions of withdrawal processes). All rental rates are in Ringgit Malaysia (MYR)

	Room Type	Rate		Room Type	Rate
1	Double Decker	480.00 Lower (L)	3	Triple Sharing	550.00
2	Double Decker	420.00 Upper (U)	4	Twin Sharing	650.00

**DECLARATION**

I, (Student's Name) \_\_\_\_\_, having read the Hostel Rules and Regulations attached, agree to abide by them and wish to apply for a place in the **HOSTEL**.

By signing the document, I understand and fully agree:

- Application will be rejected, or my tenancy agreement will be nullified if I provide false information or fail to disclose pertinent medical and other relevant information
- Application Fee, Processing fee and One month advanced rental will be totally forfeited if I fail to take up accommodation as stated in the Hostel Application Form
- To update the Hostel Management immediately upon any change/s to my personal and/or parents'/guardians' details
- Understood the terms and conditions stipulated in 1.0 Terms and Conditions of Tenancy, 2.0 Check-in and 3.0 Check-out policy in Page 4. Received a detached copy of the summary of the terms and conditions in Page 4.
- Understood the Zero Tolerance Policy
- To accept and pay the current rates of hostel rental on a **termly basis. (1 term is equivalent to 6 months).**

Signature of Student : \_\_\_\_\_ Date : \_\_\_\_\_

Signature of Parent/Guardian\* : \_\_\_\_\_ Date\* : \_\_\_\_\_

Name of Parent/Guardian signing this document\*: \_\_\_\_\_

*\* If rental is self-funded or student is above 21 years old; where parents were not present, section can be skipped.*

**APPLICATION RULES AND REGULATIONS (SUMMARY)**

1.0 TERMS AND CONDITIONS OF TENANCY

- 1.1 The minimum tenancy is for a period of **six (6) calendar months beginning from the month of check-in**. Request for cancellation or premature termination of the tenancy after check-in will result in **total forfeiture of all rentals paid**.
- 1.2 Residents can terminate the tenancy, after a minimum stay of six (6) calendar months, by giving at least one (1) month's written notice in advance. **FAILURE TO GIVE ONE MONTH'S ADVANCE NOTICE WILL RESULT IN THE FORFEITURE OF THE HOSTEL DEPOSIT.**
- 1.3 The Hostel renewal forms for the termly rental can be obtained from **Students Services Department** and it must be filled up and submitted to the Students Services Department one month before the term starts. The termly rental must be paid by the **FIRST DAY** of the term. **FAILURE TO COMPLY WILL RESULT IN EVICTION FROM THE HOSTEL. A surcharge of 5% on rental plus RM5.00 per day will be imposed from the 1<sup>st</sup> Monday after the official commencement date of the new term.**
- 1.4 The rental is inclusive of water, electricity and Gas but there is a cap to the subsidy provided by the Hostel Management. The cap is **RM170** per month for **SPACE DISTED STUDENTS' RESIDENCE**. Any amount exceeding the cap will be charged equally among all residents of the unit.
- 1.5 The Hostel Management reserves the right to revise the current rates from time to time by giving one month's advance Notice to students. It is the students' rights to inform their sponsor/parents regarding such changes.
- 1.6 DISTED PULAU PINANG SDN. BHD. & SUNYIELD VENTURE SDN. BHD. shall not be liable for any loss or damage which may be suffered by the student or resident during his or her stay in the hostel.

2.0 CHECK-IN

- 2.1 Check-in (**collection of keys**) by students is only during working days  
Monday to Friday **10.00am to 4.00pm**
- 2.2 In the event a student wishes to check-in on a day or time other than those specified above, a formal written notice must be submitted to the Hostel Management **SEVEN(7) DAYS** before the expected arrival to facilitate the necessary. The Hostel Management has the rights NOT to entertain those who arrive without notice on days or times not specified.
- 2.3 Students are strongly advised not to arrive at their designated residences **BEFORE THE SPECIFIED CHECK-IN DATE** as The Hostel Management cannot guarantee the availability of accommodation prior to the specified check-in date.

3.0 WITHDRAWAL & CHECK-OUT

- 3.1 Withdrawal & Refund Form must be filled ONE month before check-out. All belongings **MUST** be vacating the accommodation unit latest by 12.00 noon latest, on the specified check-out date. **The Hostel Management reserves the right to remove all belongings if this is not complied with and shall not be responsible for any loss or damage sustained as a result.** Items will be disposed if not redeemed within 7 days.
- 3.2 Temporary storage only available for residents who are on semester break and will be returning in their next renewal. Residents are solely responsible for the transfer of such items for storage. No guaranteed storage being made available at all times. Any request for indefinite storage will be denied. The Management shall not be responsible for any loss or damage sustained during storage.

4.0 REFUNDS OF DEPOSIT

- 4.1 Application for refund of Hostel Deposits must be done in the prescribed form obtainable at the Hostel Management Office.
- 4.2 The Hostel Deposit will only be refunded **AFTER** the hostel unit has been vacated, the Keys and the Hostel Card returned, and all other monies due to the Hostel Management have been settled.1
- 4.3 **The Hostel Deposit cannot be used to offset any outstanding monies owing to the Hostel.** Residents who check-out from the hostel without clearing their account, **WILL RESULT IN THE FORFEITURE OF THE HOSTEL DEPOSIT.**
- 4.4 Refunds of all deposits will take approximately 6-8 weeks. The refund can be collected personally from the Finance Department or direct bank-in to the banking account as per request.
- 4.5 The deposit that has not been claimed within ONE (1) year after withdrawal from hostel shall be converted into DISTED Student Scholarship Fund.

**PAYMENT**

- Cheques or bank drafts must be crossed and made payable to **SUNYIELD VENTURE SDN BHD**  
Bank Account No : 800 3969 695 (CIMB BANK)  
Bank Address : CIMB BANK 409, JALAN BURMAH, 10350, PULAU TIKUS, PULAU PINANG
- SWIFT CODE (for international transactions): **CIBBMYKL** (*all additional bank charges will be paid by student*)
- No prior application for hostel accommodation via letters, telegram, facsimile messages, telephone messages or any method whatsoever shall be entertained by the Hostel Management. Any application without first payment will not be entertained.

Applicants will be notified by **E-MAIL** regarding the status of their application for hostel accommodation the soonest possible. For more information, you are welcome to contact **DISTED STUDENT AFFAIRS DEPARTMENT**  
Tel.: (604) 229 6579 Ext 224 Fax: (604) 226 6403 E-mail: [info@disted.edu.my](mailto:info@disted.edu.my) OR [zuraida@disted.edu.my](mailto:zuraida@disted.edu.my)

Payment Received Date : \_\_\_\_\_ By (Staff Name) : \_\_\_\_\_

Total Amount Received (RM) : \_\_\_\_\_ Receipt NO: \_\_\_\_\_

## APPLICATION RULES AND REGULATIONS (SUMMARY) [DETACHED THIS COPY FOR STUDENTS/PARENTS/GUARDIAN]

### 1.0 TERMS AND CONDITIONS OF TENANCY

- 1.1 The minimum tenancy is for a period of **six (6) calendar months beginning from the month of check-in**. Request for cancellation or premature termination of the tenancy after check-in will result in **total forfeiture of all rentals paid**.
- 1.2 Residents can terminate the tenancy, after a minimum stay of six (6) calendar months, by giving at least one (1) month's written notice in advance. **FAILURE TO GIVE ONE MONTH'S ADVANCE NOTICE WILL RESULT IN THE FORFEITURE OF THE HOSTEL DEPOSIT.**
- 1.3 The Hostel renewal forms for the termly rental can be obtained from **Students Services Department** and it must be filled up and submitted to the Students Services Department one month before the term starts. The termly rental must be paid by the **FIRST DAY** of the term. **FAILURE TO COMPLY WILL RESULT IN EVICTION FROM THE HOSTEL. A surcharge of 5% on rental plus RM5.00 per day will be imposed from the 1<sup>st</sup> Monday after the official commencement date of the new term.**
- 1.4 The rental is inclusive of water, electricity and Gas but there is a cap to the subsidy provided by the Hostel Management. The cap is **RM170** per month for **SPACE DISTED STUDENTS' RESIDENCE**. Any amount exceeding the cap will be charged equally among all residents of the unit.
- 1.5 The Hostel Management reserves the right to revise the current rates from time to time by giving one month's advance Notice to students. It is the students' rights to inform their sponsor/parents regarding such changes.
- 1.6 DISTED PULAU PINANG SDN. BHD. & SUNYIELD VENTURE SDN. BHD. shall not be liable for any loss or damage which may be suffered by the student or resident during his or her stay in the hostel.

### 2.0 CHECK-IN

- 2.1 Check-in (**collection of keys**) by students is only during working days  
Monday to Friday **10.00am to 4.00pm**
- 2.2 In the event a student wishes to check-in on a day or time other than those specified above, a formal written notice must be submitted to the Hostel Management **SEVEN(7) DAYS** before the expected arrival to facilitate the necessary. The Hostel Management has the rights NOT to entertain those who arrive without notice on days or times not specified.
- 2.3 Students are strongly advised not to arrive at their designated residences **BEFORE THE SPECIFIED CHECK-IN DATE** as The Hostel Management cannot guarantee the availability of accommodation prior to the specified check-in date.

### 3.0 WITHDRAWAL & CHECK-OUT

- 3.1 Withdrawal & Refund Form must be filled ONE month before check-out. All belongings **MUST** be vacating the accommodation unit latest by 12.00 noon latest, on the specified check-out date. **The Hostel Management reserves the right to remove all belongings if this is not complied with and shall not be responsible for any loss or damage sustained as a result.** Items will be disposed if not redeemed within 7 days.
- 3.2 Temporary storage only available for residents who are on semester break and will be returning in their next renewal. Residents are solely responsible for the transfer of such items for storage. No guaranteed storage being made available at all times. Any request for indefinite storage will be denied. The Management shall not be responsible for any loss or damage sustained during storage.

### 4.0 REFUNDS OF DEPOSIT

- 4.1 Application for refund of Hostel Deposits must be done in the prescribed form obtainable at the Hostel Management Office.
- 4.2 The Hostel Deposit will only be refunded **AFTER** the hostel unit has been vacated, the Keys and the Hostel Card returned, and all other monies due to the Hostel Management have been settled.
- 4.3 **The Hostel Deposit cannot be used to offset any outstanding monies owing to the Hostel.** Residents who check-out from the hostel without clearing their account, **WILL RESULT IN THE FORFEITURE OF THE HOSTEL DEPOSIT.**
- 4.4 Refunds of all deposits will take approximately 6-8 weeks. The refund can be collected personally from the Finance Department or direct bank-in to the banking account as per request.
- 4.5 The deposit that has not been claimed within ONE (1) year after withdrawal from hostel shall be converted into DISTED Student Scholarship Fund.

## PAYMENT

- Cheques or bank drafts must be crossed and made payable to **SUNYIELD VENTURE SDN BHD**  
Bank Account No : 8003969695 (CIMB BANK)  
Bank Address : CIMB BANK 409, JALAN BURMAH, 10350, PULAU TIKUS, PULAU PINANG
- SWIFT CODE (for international transactions): **CIBBMYKL** (*all additional bank charges will be paid by student*)
- No prior application for hostel accommodation via letters, telegram, facsimile messages, telephone messages or any method whatsoever shall be entertained by the Hostel Management. Any application without first payment will not be entertained.

Applicants will be notified by **E-MAIL** regarding the status of their application for hostel accommodation the soonest possible. For more information, you are welcome to contact **DISTED STUDENT AFFAIRS DEPARTMENT**

Tel.: (604) 229 6579 Ext 224 Fax: (604) 226 6403 E-mail: [info@disted.edu.my](mailto:info@disted.edu.my) OR [zuraida@disted.edu.my](mailto:zuraida@disted.edu.my)

Payment Received Date : \_\_\_\_\_ By (Staff Name) : \_\_\_\_\_

Total Amount Received (RM): \_\_\_\_\_ Receipt NO : \_\_\_\_\_