

FOR CSS CALCULATION

First month rental : RM
Security Deposit : RM
Rental Deposit : RM
Welcome Pack (optional) : RM
Total : RM

CSS Stamp :

Name :
Date :

FOR BURSARY USE ONLY

Hostel : On Campus
Casa Residenza

No. Unit :
Room Allocated : ☐ Room 1 ☐ Room 2 ☐ Room 3 ☐ Room 4
Check-in Date :
Key Tag : A1 A2 A3 A4
B1 B2 B3 B4
C1 C2
D1 D2

Payment Received

One month rental : RM
Security Deposit : RM
Rental Deposit : RM
Welcome Pack : RM
(optional)

TOTAL : RM

Official Receipt :

STUDENT’S DECLARATION

- I understand and accept the Terms and Conditions of Hostel Accommodation (See Appendix).
- I declare that the particulars in this application are true and I have not willfully suppressed any material fact. Any misrepresentation or omission of information will render me ineligible for students’ accommodation.
- I undertake to abide by the terms and conditions of the student accommodation or else my conduct may be reported to SEGi which could result in my expulsion or suspension by SEGi.

Student’s Signature

Date

*Terms and Conditions of Hostel Accommodation

A. General

- Only a student registered in programmes or courses delivered at SEGi University and/or SEGi College Kota Damansara (“SEGi”) may apply for student’s accommodation.
- The management of Consortium Support Services Sdn Bhd (“CSS”) reserves the right to reject any application or terminate any accommodation if information given is not complete or accurate or later found to be not complete or accurate.
- CSS shall accept no responsibility whatsoever for any loss or damage including property, valuables or personal belongings of the student who has the sole responsibility to keep his/her property, valuables or personal belongings secured at all times.
- The terms and conditions stated herein may be periodically reviewed and subject to change accordingly without prior notice.

B. Accommodation

- Allocation of Room
 - All rooms are allocated on a first-come-first basis and subject to availability.
 - The allocation of room to student/s is at all times the sole discretion of CSS.
 - CSS will however endeavor to fulfill the student’s preferred choice of accommodation and will recommend an alternative accommodation for the student’s consideration in the event that the requested accommodation is unavailable.
- Duration of Accommodation
 - The mandatory duration of accommodation is **twelve (12) full** months from the reserved check-in date or actual check-in date whichever earlier and upon expiry of the mandatory accommodation period the student must vacate the room.
 - Subsequent renewal of occupancy is not allowed. The student must re-apply for accommodation if he/she wishes to stay in the room. However, rooms are allocated subject to availability at the discretion of CSS and CSS does not guarantee the availability of a room to the student or that the student will be allocated the same room.
 - If CSS grants the student accommodation upon re-application, the following shall apply:
 - CSS reserves the right to allocate the student with the same or different room;
 - the room rates shall follow the current rates at the time the re-application is approved;
 - CSS may offer the student a room of a different type (hence different price) where the student shall have the choice to either accept or decline;
 - the student’s Security Deposit paid earlier will be transferred to the re-applied accommodation and the student shall be required to top-up any difference if insufficient based on the current rate;
 - CSS reserves the discretion whether to require the student to pay the rental deposit.
- Change of Room
 - In the event the student wishes to change his/her room, the student shall at all times give **CSS fourteen (14) days** written notice in advance. All rental and utilities charges during the notice period must continue to be paid.
 - Upon occupying the new room, the student will be charged according to the new room rental rate and may be required to top up any difference in the Security Deposit and Rental Deposit, if applicable.
 - In relation to a request for room change, CSS will endeavor to fulfill the student’s request provided there are available rooms. If within one (1) month CSS cannot fulfill the student’s request, CSS shall inform the student and the student shall have the choice to either terminate his occupancy or continue to occupy the same room.
- Relocation of Room
 - CSS further reserves the right, at any time (including where the student has been allocated a room and is occupying the same), by giving at least fourteen (14) days advance written notice (“Relocation Notice”), to relocate the student to another room at the same or different location. The new room shall be, to the best of CSS endeavours, substantially equivalent to the standard and facilities provided of the previous room occupied by the student. The student shall be charged the same room rental rate as he/she previously was charged and shall be deemed a continuation of the previous arrangement of room occupancy on the same terms and conditions. The student must vacate the room upon expiry of the Relocation Notice and move his/her belongings to the new room designated for the student.

C. Payment

- All payments in relation to this hostel accommodation are to be paid to “SEGi University Sdn Bhd”.
- The student must pay one (1) month’s rental (based on room type selected) to process the student’s booking of a room. The monies will be refundable if no room is available at the intended check-in date. If the room is available, CSS will confirm the reservation and the monies will be credited by CSS as reservation fee and rental for the first month. The room will be reserved for the student up to **one (1) month only** from the reserved check-in date. There will be no refund of monies paid in whatsoever circumstance once monies are so credited by CSS.
- Upon check-in, the student shall be required to pay the balance of Security Deposit and Rental Deposit. Failing which, CSS reserves the right to evict the student and forfeit all monies paid.

Appendix

- The Rental Deposit paid (equivalent to 2 months’ rental) will be allocated as payment for the 11th and 12th month rental paid for the Mandatory Duration of Twelve (12) Months Accommodation. The student shall pay promptly the monthly rental in advance on or before the 7th day of each month up to the 10th month.
- All deposits paid shall be held by CSS during the period of occupancy and shall be refundable by CSS to the student free of interest at check-out, less such sum as may be due in respect of any breach by the student in the due performance of the terms and conditions herein (e.g any accrued rental, electricity and water bills or expenses for damage caused by the student).
- All deposits and rental paid are non-transferable.
- All money refundable under the terms and conditions hereof must be claimed by the student or the student’s parent/guardian/sponsor within **sixty (60) days** from the check-out date failing which, CSS shall be entitled to forfeit the said money and it shall no longer be claimable.
- Where a student:
 - fails to pay the monthly rental by the payment due date or;
 - fails to pay the monthly rental and/or excess water and electricity bill charges to the student/or any part of the rental or excess bill where CSS makes deduction from the student’s deposit to the extent that the deposit is exhausted, and the student fails to top up the deposit upon request to do so;
 - fails to pay the monthly rental and/or excess water and electricity bill charged to the student/or any part of the rental or excess bill where CSS makes deduction from the student’s deposit to the extent that the deposit is exhausted, and the student fails to top up the deposit upon request to do so. CSS shall be entitled by written notice to require the student to vacate the room within seven (7) days. Any monies owed by the student (whether rental, excess of water and electricity bill, or expenses for damage done by the student, etc) shall be set off against any monies of the student held by CSS (if any). If there is still any excess owing by the student, CSS shall be entitled to require the student to pay such excess.

D. Early Termination (before completion of Mandatory Twelve (12) Months Accommodation)

- In the event the student is unable to fulfill the requirement to reside for the Mandatory Duration of Twelve (12) Months, the following shall apply:
 - the student must give notice in writing at least fourteen (14) days in advance of his intention to terminate the accommodation;
 - the student must pay rental up to the **full month** of the final month;
 - CSS shall be entitled to forfeit the Rental Deposit up to the equivalent amount of two (2) months’ rental and if the Rental Deposit is insufficient, to forfeit the difference from the Security Deposit;
 - the student’s Security Deposit shall be refundable to the student subject to deduction for any damage to property, breach or non-compliance to the **Terms and Conditions of Hostel Accommodation** or any deduction under sub paragraph (c) above.

E. Access Card

- Should a student be placed in a residence which requires access card, the student is required to return the access card without damage at check-out, failing which a sum of RM 50 will be deducted from the Security Deposit.

F. Utilities (Water and Electricity)

- Where student of an apartment unit exceeds usage of the subsidised amount for utilities, CSS shall be entitled to divide equally the excess amount among all the students in the apartment unit for that month and charge to each student.
- Student will be notified of any excess on the utilities charges via notice given by CSS and are required to pay the excess charges within the stipulated period stated in the notice.
- Where the student defaults in payment of any rental or excess utilities bill charged to the student, CSS shall be entitled to give written demand to the student to pay within the period stipulated on the demand. Should the student still fail to pay, CSS shall be entitled to deduct from the student’s Security Deposit and require the student to top-up the deposit.

G. Other Conditions

- At all times, the student shall comply with these **Terms and Conditions of Hostel Accommodation**, the House/Building Management Committee’s Rules, Student Accommodation Rules and the directions/instructions of CSS (including the wardens) and CSS reserves the right to terminate the occupancy and evict a student who is in breach. Any misconduct or inappropriate behaviour by the student may be reported by CSS to SEGi which may result in disciplinary proceedings or other action taken by SEGi under SEGi’s rules and regulations. SEGi University Group’s privacy notice and privacy policy shall also apply.

Accommodation Locations

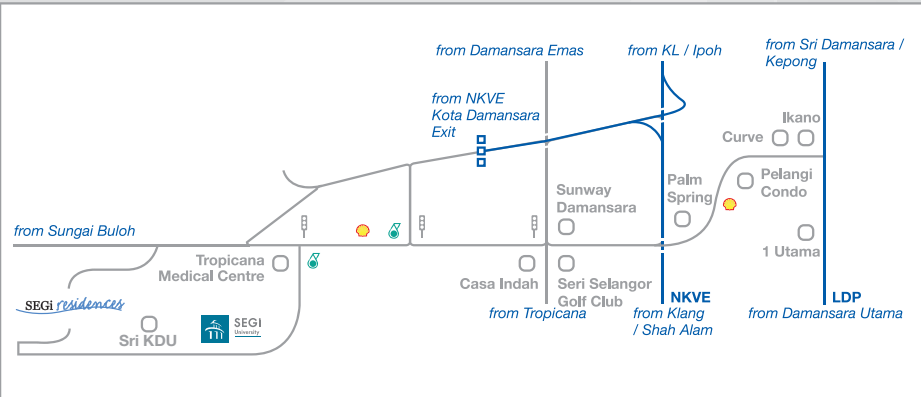
1. On-Campus Halls of Residence

SEGi University,
9 Jalan Teknologi, Taman Sains Selangor,
Kota Damansara, 47810 Petaling Jaya,
Selangor Darul Ehsan.

2. SEGi Residences

Casa Residenza
B1-09-05 Jalan Teknologi 2/1D,
Signature Park Kota Damansara,
47810 Petaling Jaya,
Selangor Darul Ehsan.

SEGi University Map



If you have any inquiries, please call us at:

T 603 6145 1777 E infokd@segi.edu.my TOLL FREE 1800 88 7344

How to apply:

Students intending to stay at our Accomodation must submit an application form with deposit to SEGi University



SEGi
University

SEGi residences



ACCOMMODATION
for SEGi UNIVERSITY

Accommodation for SEGi University

Students who are studying at SEGi University can choose any of these accomodation:

1. On-Campus Halls of Residence

- General features:
- 2 Blocks 4-storey walk up with 24-hour security and CCTV facilities at common areas
 - Swimming pool, surau, convenience store, cafeteria

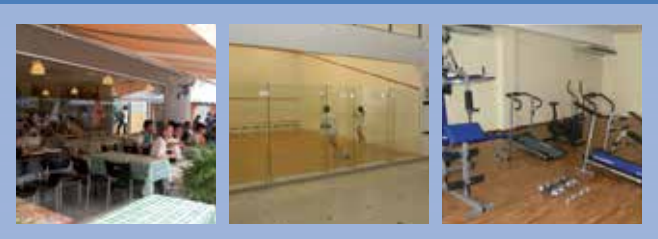
- Type of Accommodation:
- Dormitory style
 - Room for triple sharing

- Furnishing:
- Every unit comes with the following standard furnishing

- Beds, mattresses, wardrobes, study tables
- Air-conditioning
- Common bath
- Water dispenser at each block
- Coin operated laundry/ dryer machine
- Campus Wi-Fi

2. SEGi Residences at Casa Residenza

- General features:
- 35 Storey with 24-hour Security and CCTV Facilities at common areas
 - Swimming pool, surau, gym
 - Within walking distance to campuses



Type of Accommodation (Air-Conditioned Units)

- 3 bedroom apartments
- Accommodation for 5 students
- A choice of single and twin sharing bedroom



Type of Accommodation (Non Air-Conditioned Units)

- 3 bedroom apartments
- Accommodation for 5 - 10 students
- A choice of single and twin sharing bedroom



Furnishing:

- Every unit comes with the following standard furnishing
- Beds, mattresses, wardrobes, study tables
 - Dining table set, sofa set and television
 - Shoes cabinet
 - Refrigerator, electric kettle
 - Induction cooker (if cooking is allowed)
 - Washing machine

Other Services:

- The Service Centre open 24 hours to assist students on day-to-day matters
- Upkeep and maintenance of the units
- Cleaning services for common areas
- Shuttle Services to and from campuses during peak hours
- Student activities



UNIT NO.

APPLICATION FORM

Consortium Support Services Sdn. Bhd
(Company No. 793134-D)
9 Jalan Teknologi, Taman Sains Selangor,
Kota Damansara, PJU 5,
47810 Petaling Jaya, Selangor Darul Ehsan.
T 603 6145 1777 **Ext** 2752
F 603 6145 2753



- HOW TO COMPLETE THE FORM
1. Please write in BLOCK LETTERS
 2. A passport-size colour photograph is required
 3. Please read and sign the Terms and Conditions of Hostel Accommodation before submitting the accommodation application form.
 4. Payment can be made by cash, cheque or international money order to or made in favour of **“SEGi University Sdn Bhd”**, the collecting agent for CSS.

STUDENT PARTICULARS			
Name (as in NRIC/Passport)			
No. NRIC/Passport		Student No	
Gender	<input type="checkbox"/> Male <input type="checkbox"/> Female	Date of Birth/ State	
Race		Religion	
Nationality		Country	
Contact No (Please include all international codes)			
Email			
Home Address			
Medical Insurance/ History			
PARENT/ GUARDIAN TO CONTACT IN CASE OF EMERGENCY			
Parent/ Guardian Name			
Contact No (Please include all international codes)			
Address			
Email			
ENROLMENT DETAILS			
Programme Enrolled			
Intake Date		Arrival Date	
Marketing Staff Name		Signature/ Date	