

UNIVERSITY ACCOMMODATION REQUEST FORM

SECTION 1 | Student Information

Full Name

Student ID No. **Programme & Year of Study**

Gender Male Female **Race** **Religion**

NRIC /Passport No. **Nationality**

Date of Birth **Mobile Phone No.**

Email

SECTION 2 | Accommodation Details

Preferred Residence Alpine Village Apartment Others

Damaipuri Condominium

Preferred Accommodation Type

<input type="radio"/> Standard	<input type="radio"/> Single Room
<input type="radio"/> Semi-Furnished	<input type="radio"/> Single Master Room
<input type="radio"/> Fully Furnished	<input type="radio"/> Shared Room

Expected Move-in Date **Expected Duration of Stay**

SECTION 3 | Emergency Contact

Full Name

Relationship **Mobile Phone No.**

Email

SECTION 4 | Special Requirements (if any)

e.g. disability, medical needs, etc.

Please provide supporting documents.

SECTION 5 | Accommodation Agreement – Terms & Conditions

1. Rooms are allocated on a first-come, first-served basis.
2. This agreement is valid for the duration of the student's stay. The student agrees to stay for a minimum of one (1) academic semester, as per the Hostel Handbook.
3. A booking is confirmed upon payment of a one (1) month deposit and prorated rent for the first month, calculated from the move-in date. Proof of payment must be received by the Finance and Account Division; otherwise, the University cannot guarantee accommodation. Rent must then be paid by the seventh (7th) day of each month.
4. If payment is overdue by more than a month, a 30-day eviction notice may be issued.
5. Students must commit to staying for a minimum of one (1) academic semester even if they travel/return home during semester breaks. Early withdrawal may result in forfeiture of the deposit.
6. A two (2) month written notice using the University Accommodation Check-out Form must be provided prior to vacating the premises.
7. The University will only bear up to RM100 (Alpine)/RM150 (Damaipuri) for monthly utility bills. Excess usage will be charged to students via the student portal.
8. Cleaning charges upon leaving are RM30 (Alpine)/RM50 (Damaipuri) per student. Charges for cleaning the whole unit cleaning are RM120 (Alpine)/RM200 (Damaipuri).
9. The cost of repairs/replacement for damaged items/fittings/fixtures will be charged to the student.
10. The misuse, abuse, or negligence of facilities will incur fines.
11. A 'lockout penalty' of RM30 (office hours)/RM50 (after hours) will apply for re-entry into the unit/room if the student loses their key.
12. All payments must be made to the QIU CIMB Virtual Account and the receipts emailed to fad@qiu.edu.my.
13. The post- check out storage of belongings will incur a minimum charge of RM100 per month.

Note: QIU reserves the right to amend the terms and conditions and/or revise rent and rates without prior notice.

SECTION 6 | Final Declaration

- I hereby acknowledge the above Terms & Conditions and the Accommodation Agreement and agree to abide by them.
- I declare that all information provided is true and complete.
- I will adhere to the QIU Hostel Code of Conduct handbook.

Student Signature

Date