

## Rental and Charges

### ➤ Rental and Term Options

When applying for accommodation, applicants can select from a number of options. Upon confirmation, rooms are allocated on a first come, first serve basis. A letter will be issued for both successful and unsuccessful applicant within five (5) working days.

## Booking Fee and Rental Deposit

- In order to reserve a room, a booking fee of RM 500.00 (to be offset against total payable) has to be paid once the booking form is submitted to Swinburne Sarawak. The booking fee will automatically be converted into the rental deposit, varies in amount depending on the options chosen once the student makes the full payment of the hostel fee.
- Booking can only be made once payment has been received and the official receipt (OR) has been issued by the Finance Department. However, pending booking can be considered for special cases such as payment made via TT or bank draft provided the payment advice is produced as proof of payment.
- Booking fee will be forfeited:
  - Should student reject the offer or cancels the booking
  - Should student fail to settle the rental payment within seven (7) days upon moving into the hostel room.

The booking fee will automatically be deducted for the rental deposit and daily rates will be charged as follows:

<b>Fan (twin sharing/single)</b>	<b>RM 20.00 per night</b>
<b>Air-condition (twin sharing/single)</b>	<b>RM 40.00 per night</b>

### Rental deposit will be forfeited:

- When student moves out before the completion of one (1) semester tenure (less than two (2) weeks starting from the commencement of the intake); day rate will be incurred in such instances;
- When the student fails to return the key and required forms to the Accommodation Officers and
- Should there be any damages to hostel property caused by occupant

Refund of the rental deposit will be subjected to the Hostel's Terms and Conditions; please refer to **HOSTEL RULES AND REGULATIONS** under (b) Damages.

## Early Termination

A student is required to fill in the hostel withdrawal form and submit to Accommodation Officers at the Student Services Unit (Building G) office.

### (i) More than two (2) weeks

In the event of early termination i.e. period of stay is shorter than one semester but more than two weeks, starting from the commencement of the intake, the rental for that semester will be forfeited and the rental deposit will be refunded.

### (ii) Less than two (2) weeks

In the event of early termination i.e. period of stay is shorter than two weeks, starting from the commencement of the intake, the rental for that semester will be refunded and the rental deposit will be forfeited. Day rate will then be applicable for the number of days the room has been occupied.

➤ **Rental Payment**

A student is required to pay a one semester rental seven (7) days upon moving into the hostel. If payment is not received within seven (7) days, the student will be asked to vacate the hostel immediately and will be charged daily rate rental on the number of days the room has been occupied. A letter to vacate the room will be issued. Late applicant or late arrival will also pay for the one (1) semester rental in full amount. The fee is to be paid via bank draft, telegraphic transfer, credit card, cheque or direct bank-in. The following are Swinburne Sarawak's banking details:

Account name : Swinburne Sarawak Sdn. Bhd.  
Banker : RHB Bank Berhad, 256 Jalan Padungan, 93100 Kuching, Sarawak,  
Malaysia  
Account no : 2-11016-00065829  
Swift Code : RHBBMYKL

- Please take note that payment via credit card will incur 2.5% service charge for every transaction.
- Payment via credit card, bank draft & cheque can be made at the Finance Counter of the University.
- Official receipt will be issued by the Finance Department for each payment upon receiving bank-in slip (for payment via bank-in), telegraphic transfer slip, bank draft, confirmed processing of credit card & cheque.
- Payment via bank card (**MAYBANK ONLY**) will incur 1.5% service charge for every transaction.

**Maintenance and Cleaning**

- Cleaning service is provided for common area within and surrounding the hostel block. Students are responsible for maintaining the cleanliness of their respective rooms and to dispose rubbish in the public rubbish bin provided. Should damages to facilities in the hostel block arise, students should report to the Accommodation Officers immediately.

**Electricity and Water Charges**

- The cost of electricity and water will be met by the University.

**Access to Premises and Parking**

- Access to the hostel can only be made through the main entrance of the University. The entrance will be closed at 12 midnight and no access or exit from the hostel is allowed after midnight. Vehicles are to be parked at the parking spaces available within the campus.

**Overnight Stays**

- There shall be no overnight guests and visitors of the same or opposite gender in the hostel rooms.

**Visitors (Parents, Relatives & Friends)**

- Squatting in any form is strictly prohibited. Any tenant who is allocated a room in the hostel and who is caught condoning the act of squatting shall lose both room allocation and the fees paid for it. The squatter shall be ejected immediately after he/she is discovered and shall be compelled to pay an accommodation fee for the length of period squatted which shall be adjudged to cover part of the period from the beginning till the time of discovery.
- Tenants may receive visitors (parents, relatives and friends) between 9.00am to 10.00pm but they can only be entertained in the common lounge area (Ground Floor).

**Smoking, Alcohol and Drugs**

- The hostel is a non smoking area. Smoking in the hostel area will be considered a breach of discipline.
- Consumption and storage of alcohol is prohibited in the hostel.
- Usage and possession of illicit drugs and substances are strictly prohibited.

## **Cooking and Unauthorized Appliances**

- Light cooking is allowed in the designated area of the hostel. Cooking in the room is strictly prohibited. Any electrical equipment owned by students must be registered with the Accommodation Officers/ Hostel Wardens within three (3) days of acquisition and may be installed only as authorized by them.
- Hot plates/ Electric Kettles are not allowed to be used for cooking in the hostel.
- Food kept in the kitchens must be HALAL.

## **Pets and Animals**

- Pets and animals are not permitted in the hostel.

## **Noise Level**

- Noise level which causes disturbances to your neighbours is not allowed at the hostel.

## **Breach of Discipline**

- Failure to abide by the Hostel Rules & Regulations will be considered an act of misconduct on the part of the hostel tenants and will result in appropriate disciplinary action such as being expelled from the hostel.

## **Disciplinary Action**

- Fighting or noisy arguments/ quarrels leading to any disturbance will invite swift disciplinary action.
- Action such as being expelled from study course or from the hostel can be taken against occupants and those who have caused safety or disciplinary problems within the compound of the University
- Fraud, thefts and serious breach of discipline involving harm to another person, damage to property and involvement in gangsterism will not only invite swift disciplinary action by the University but may be referred to the law enforcement authority (police) for action.

## **Vacating the Hostel**

- Tenants must hand in all University bedding and keys to the Accommodation Officers before leaving the University premises on vacation, during the semester break or when the tenant is ejected from the hostel/campus
- The tenants must hand over the room key to the Accommodation Officers and sign the Returning of Key Form for deposit refund purposes.

## **Rental and Tenure Options**

- You are advised to make careful choices on the options provided by studying the details of the rental and tenure options provided in the appendix. Should there be changes on your room options, please inform the Accommodation Officers (Student Services Unit) within 3 days upon moving into the hostel.

## **Changing of Rooms**

- You are not advised to change your room unless there is a VALID reason for changing rooms. Changes of rooms are subjected to approval from the Hostel Committee.

## **Booking for Continuing Students**

- Continuing students are required to pay the full rental for the next semester and put their belongings in their allocated rooms upon payment.
- Please take note that the booking fee will be forfeited if the occupant does not resume their tenure for the semester paid for.

## Keeping in Touch

- If your application is not successful initially, there is still a possibility that you may still be offered a place later. It is therefore important to keep in touch with us. If there is any change to your phone contact details or your email address, it would be useful to advise us of this. You can email your details to us at [accommodations@swinburne.edu.my](mailto:accommodations@swinburne.edu.my), call us at 082-416353 or if you are on campus, simply approach us at **Student Services Unit (Building G)**.

## Off Campus Housing

- The Accommodation Officers can assist by identifying off campus accommodation for students who do not wish to stay in the hostels provided in the campus.

*\*\*Swinburne University of Technology, Sarawak Campus reserves the right to amend this information from time to time without informing its students\*\**