

# HOSTEL WITHDRAWAL FORM

## STUDENT INFORMATION

Name				
Student ID No.				
Program				
Email Address				
Contact No		Gender	Female	Male

## NOTICE OF PERMANENT WITHDRAWAL FROM STUDENT VILLAGE

Room No.							
Block.	HM		H		HL		Please tick (✓) whichever is applicable
Room Options.	Option A	Sharing with Fan		Option C	Sharing with Air-Condition		
	Option B	Single with Fan		Option D	Single with Air-Condition		
Date Check-In				Date Check-Out			
Reason for Withdrawal:							

## INFORMATION FOR STUDENTS

1. Student requesting for refund must submit **ALL** of the following and please tick ( ✓ ) the checkbox:

Hostel Withdrawal Form		Bank Details document (A screenshot/ copy of your bank statement/ online banking webpage)	
Refund Request Form		Authorization letter (If payment is to be made to a 3 <sup>rd</sup> party)	
Access Card		3 <sup>rd</sup> party banking document (if applicable)	

2. Refund of the rental deposit will be subject to the Hostel's Terms & Conditions. The refund process may take up to **4 weeks** upon receiving the **complete document**.

## STUDENT'S DECLARATION (Please use Fill & Sign)

I affirm that the documents are complete and the information contained within this form is correct. The university shall not be responsible for any loss due to misinformation provided and incomplete documents.

Student signature:	
Date:	

## GENERAL PRIVACY STATEMENT

Swinburne University of Technology Sarawak Campus collects, uses and destroys personal data in accordance with our Privacy Collection Notice at <https://www.swinburne.edu.my/privacy/privacy-collection-notice>

## ROOM CLEARANCE AFTER CHECK-OUT (for office only)

No	Item	Condition	Penalty	No	Item	Condition	Penalty
1.	Bed			7.	Wall Cabinet		
2.	Clean mattress with fitted cover			8.	Fan		
3.	Study table			9.	Air-conditioner		
4.	Chair			10.	LAN Port/AP		
5.	Wardrobe			11.	Room Cleanliness		
6.	Curtain			12.	Others		

Checked & Verified by: (Hostel Warden/Accommodation Staff)	Name		Remarks	
	Date			

## APPROVAL FOR WITHDRAWAL & REFUND (for office only)

Penalty (If any)		Remarks:
Refund Amount		
Verified for payment		
Date		