

TENURE RENEWAL FORM

STUDENT INFORMATION

Student Name						
Student ID No.						
Program						
Email Address						
Contact No.		Gender	Female	<input type="checkbox"/>	Male	<input type="checkbox"/>

Please tick (✓) whichever is applicable

ACCOMMODATION PREFERENCE

Current Room No.		Current Room Option.				
Semester Applied.		Block.	HM <input type="checkbox"/> H <input type="checkbox"/> HL <input type="checkbox"/>			
Room Chosen	Option A	Sharing with Fan	<input type="checkbox"/>	Option C	Sharing with Air-Condition	<input type="checkbox"/>
	Option B	Single with Fan	<input type="checkbox"/>	Option D	Single with Air-Condition	<input type="checkbox"/>
Preferences :						
Hostel Fees Paid by Scholarship	<i>(Please state the sponsor if yes)</i>					

INFORMATION FOR STUDENTS

- Students must return this form by the due date of hostel payment. Failure to do so, we will consider that you no longer wish to stay at the student village.
- Students must make full payment for one (1) semester hostel rental of the selected Room Option by the due date of payment submission.
- Any payment or renewal form received after the due dates shall be charged with the Late Payment Penalty of RM200.00.
- Students who has made payment and decides to withdraw from the offer thereafter will be charged with forfeited booking fee and possibly full forfeiture of hostel rental.

STUDENT'S DECLARATION (Please use Fill & Sign)

I hereby certify that all information supplied in this application is accurate and complete. I understand the information for applicants and agree to abide by all the terms and conditions stated above.

Student Signature:	
Date:	

GENERAL PRIVACY STATEMENT

The information collected in this form is to process your Tenure Renewal application. The information is processed in accordance with the Personal Data Protection Act (PDPA) 2010. It is only disclosed to third parties with your consent or to meet statutory obligations.

For more information, please refer to the University's Privacy Collection Notice at <https://www.swinburne.edu.my/privacy/privacy-collection-notice>

PAYMENT BREAKDOWN (for Office use Only)

Tenure Date	
Rental Fees	
Daily Rate Charge	
In-Room Storage Charges	
In-Store Storage Charges	
Deposit Changes	
Others	
Sponsorship	
Due Date For Payment	
AMOUNT TO PAY	
Remarks	