



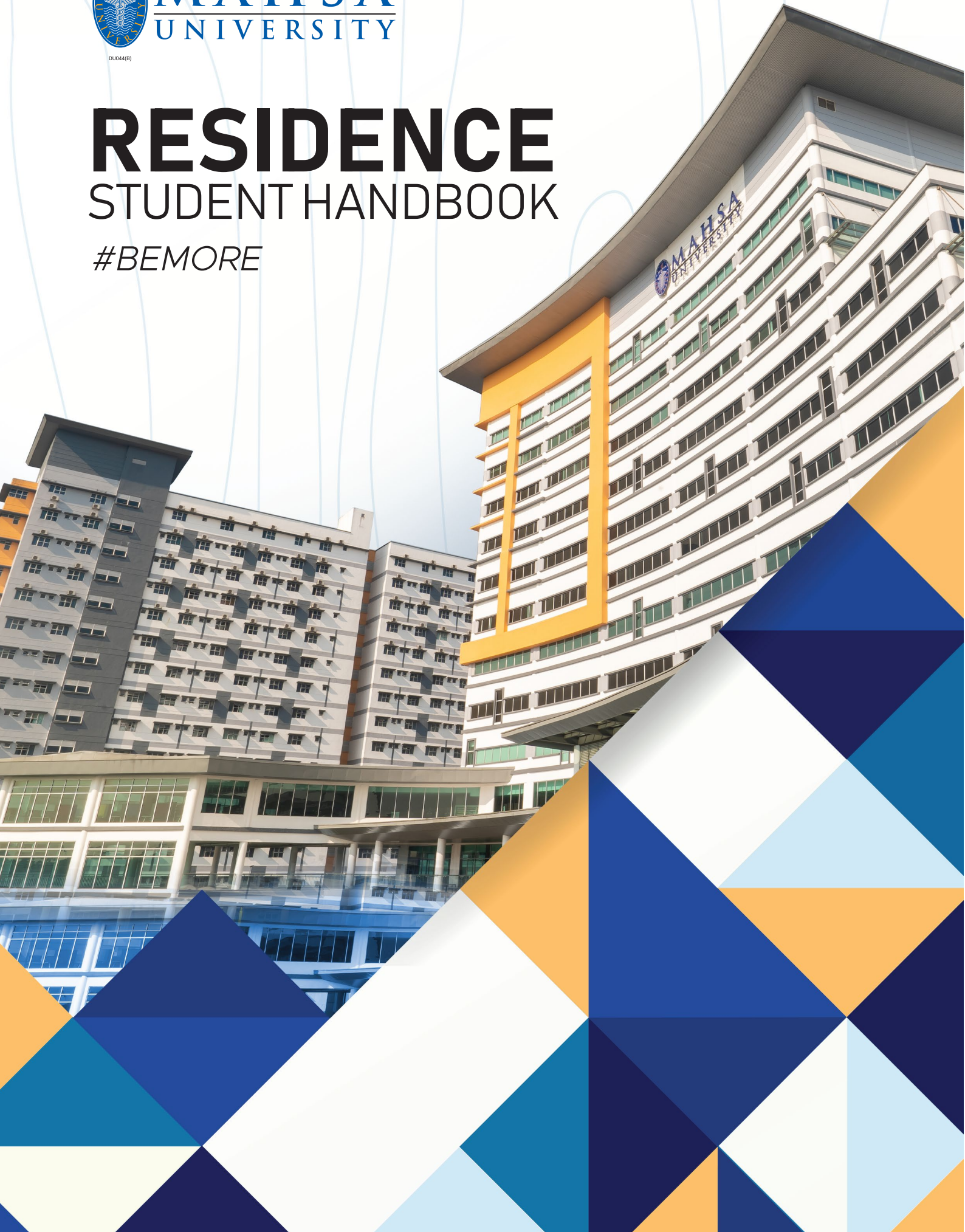
MAHSA
UNIVERSITY

DU044(B)

RESIDENCE

STUDENT HANDBOOK

#BEMORE





EMBRACING A NEW LIFESTYLE @ MAHSA UNIVERSITY

MAHSA University at Bandar Saujana Putra Campus, offers on-campus residence for both staff and students of MAHSA University which comes with basic amenities and facilities.

This Student Handbook lays down all the procedures to be followed by Residents occupying the rooms during their stay at MAHSA Residence. MAHSA would like to envisage an accommodation where residents can enjoy a secured and comfortable stay.

This handbook covers the General Procedures as well as Rules and Regulations of the Residences that is to be observed by the Residents.

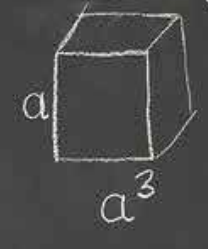
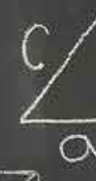
This handbook will be reviewed annually and is subject to change at the discretion of the Management.

Prof. Dato' Dr. Ishak Bin Abdul Razak
Vice Chancellor MAHSA University

Effective Date: 1st September 2020



$$x + y = a^2$$



abc

$50 \times 50 = 2500$
 $(50^2) 50 +$
 $50 + 50 = 100$
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 $+ 00000 (a$



GENERAL PROCEDURES

ROOM RESERVATION

1. The Education Counsellor must provide a copy of the student's Application Form to Residence Office five (5) working days before check-in date together with the Registration Fee Official Receipt.
2. Room allocation will be done after Student paid the Residence Registration Fee **(non-refundable)**.
3. Residence Office will assign a room subject to room availability and inform the Education Counsellor at least three (3) days before the check-in date.
4. If the room type request is unavailable, we will advise an alternative to the Education Counsellor.

CHECK-IN

1. Check-in time:
Mon to Sun: 9.00am to 4.00pm
(early check-in is subject to room availability)
2. Upon arrival, Residence Office will do the initial verification before the check-in process.
3. A briefing on the Residence Rules & Regulations **(SCHEDULE A)** will be conducted by the Residence Office.
4. The Resident must fill up and sign off the following documents upon check-in to the assigned room: -
 - Residence Check-In Form **(SCHEDULE B)**,
 - Residence Disclaimer Form **(SCHEDULE D)**.
5. A room Key and an Access Card will be given to the Resident.
6. Residence Office Business Hours
Mon to Fri : 7.00am to 8.00pm
Sat & Sun : 9.00am to 4.00pm
Public Holiday : Closed

CHECK-OUT

1. Check-Out Time
Mon to Fri: 9.00am to 4.00pm
2. Resident must give a one (1) month notice to check-out by filling up the Check-Out Form **(SCHEDULE C)**. The Check-Out Form can be obtained from Residence Office. Failure to do so will result to a penalty of **RM100.00**.
3. On the actual date of check-out, Resident is to collect the Check-Out Form from the Residence Office. Warden to inspect the room on the spot.
4. If any part of the room or furniture is damaged, Warden will issue Notice of Misconduct immediately.
5. Thereafter, Resident must clear all outstanding from the Finance Office, Admission Office and Visa (International Student only) Office.
6. After the clearance, Resident must come back to Residence Office to return the Room Key and Access Card and sign off the Check-Out Form.

ROOM CHANGE

1. For new Resident, he/she is allowed to request for room change at no charge within seven (7) working days from date of check-in.
2. A decision for the request will be made by Residence Office within three (3) working days.
3. For current student, a **RM200.00** fee will be charged.
4. Resident to fill up and submit Change of Room Form **(SCHEDULE F)** to the Residence Office within seven (7) working days from the date of check-in without any charges. Beyond this period, a fine of **RM200.00** will be imposed.
5. Upon approval (depending on room availability), Resident is to submit the form to the Finance Department together with fee payment of **RM200.00**.
6. A Personnel from Finance Department signs on the form as proof of payment and indicates Receipt Number.
7. Resident returns the signed form to the Residence Office.
8. All relocation procedures are to be carried out between 9.00am to 5.00pm.
9. Prior to the handover of the keys, Resident must make sure that the current room is clean and tidy.
10. The Residence Office shall ensure that the changes are reflected in the Hostel Management System (HMS).

SPOT-CHECKS

1. The Residence Office reserves the right to conduct spot-checks on the rooms without having to give prior notice to the students.
2. Resident must acknowledge receipt of the Notice of Misconduct **(SCHEDULE G)** within 24 hours from the issuance date. After the period of 24 hours, the Residence Office has the right to proceed with the penalty and a formal notice will **be sent through email**.
3. The authorized person will knock three (3) times and identify as “Warden”. Spot-check will be done as per Warden’s discretion. If Resident is not in, the Warden will enter the room using the master key.
4. The Warden will leave a Sport-Check Card **(SCHEDULE H)** when necessary that requires the Resident to drop-by the Residence Office urgently.
5. Warden is authorized to issue penalty if the room is untidy or unclean **(SCHEDULE I)**. Warden must take pictures for documentation purpose. Warden will notify the Resident immediately after issuance of the penalty.
6. Warden will submit a copy of the Notice of Misconduct to the Finance Department within 1 to 2 days from the issuance date and to process the fine immediately upon receiving the Notice of Misconduct.
7. Resident can pay the penalty within one (1) month, failing which the amount will be reflected as an outstanding which may affect the residency and graduation process.
8. Resident must submit a copy of receipt of payment to the Residence Office for filing purpose.
9. If any part of the room or furniture is damaged **(SCHEDULE J)**, Warden will issue Notice of Misconduct immediately.

OFF CAMPUS

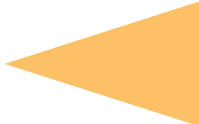
1. Resident who wish to exit the campus for personal or official reasons, either for a short or long term basis, are to fill up and submit the Residence Gate Pass form **(SCHEDULE K)** which can be obtained from the Residence Office.
2. This application must be made one (1) working day before the date of exit and must obtain the approval of the Residence Office.
3. Upon exit, the lower section of the form is to be detached and handed over to the Security Personnel at the Main Gate.
4. It is compulsory for each resident to complete this application for every overnight stay off-campus for the management's record on the resident's whereabouts for safety and security reasons.

TERMINATION

1. When Resident is to be terminated from the Residence (after a Disciplinary Enquiry), the Resident will receive a termination letter and a copy (via email or WhatsApp) will be sent to the parent/guardian.
2. Resident may submit letter of appeal to the Residence Manager's Office within twentyfour hours from the receipt of the letter of termination.
3. Appeal is at the discretion of the Appeal Committee.
4. If the Appeal is not successful, the Resident must vacate the Residences within the time frame given.
5. Resident must surrender the Room Key and the Access Card to the Residence Office upon check-out.
6. Resident will follow the Standard Procedure of check-out after receiving the Termination Notice.
7. Upon the completion of check-out process, the Residence Office will notify the parent/guardian and forward a copy of the check-out form.

DISCIPLINARY ENQUIRY

1. A disciplinary enquiry shall be convened by the MAHSA Residence Disciplinary Committee if any Resident is found to commit offence.
2. Residence Manager's Office will inform to the parent/guardian of the offence committed and the disciplinary proceeding's date.
3. Resident must attend the disciplinary proceeding with/or without a Student Representative Council.
4. A decision will be made within three (3) working days.
5. Resident may submit letter of appeal within three (3) working days and must state the reasons for the appeal.
6. A decision of the appeal will will be made within three (3) working days and Resident must comply with the decision.



LIST OF SCHEDULE

- SCHEDULE A ● RESIDENCE RULES & REGULATIONS
- SCHEDULE B ● RESIDENCE CHECK-IN FORM
- SCHEDULE C ● RESIDENCE CHECK-IN FORM (SHORT STAY)
- SCHEDULE D ● RESIDENCE DISCLAIMER FORM
- SCHEDULE E ● RESIDENCE CHECK-OUT FORM
- SCHEDULE F ● RESIDENCE CHANGE OF ROOM FORM
- SCHEDULE G ● RESIDENCE NOTICE OF MISCONDUCT
- SCHEDULE H ● RESIDENCE SPOT-CHECK CARD
- SCHEDULE I ● RESIDENCE LIST OF PENALTY
- SCHEDULE J ● RESIDENCE PRICE FOR DAMAGED ITEMS
- SCHEDULE K ● RESIDENCE GATE PASS FORM



SCHEDULE A

RESIDENCE RULES & REGULATIONS

The Rules & Regulations will be reviewed annually and subject to change at the discretion of the Management.

1. BEHAVIOR AND DISCIPLINE

- 1.1 Residents are expected to behave like proper young men and young women in a way that is acceptable to Malaysian custom, anywhere within the Residences and campus premises.
- 1.2 Fighting or any kind of physical violence is not allowed within the Residences. Resident found committing such an offence will be evicted.
- 1.3 Resident is not allowed to have or use any prohibited drugs in the Residences or/and Campus. Resident found committing such an offence will be evicted.
- 1.4 Damage and/or destruction of university property is a very serious offence. Resident found guilty of committing such an offence may be evicted or barred from continuing his/her studies in the institution. The cost of repairing any item that has been damaged or destroyed will be charged to the Resident.
- 1.5 Resident is not allowed to look at, own or distribute pornographic materials (hard or soft copies) in the Residences. Resident found committing such an offence will be evicted.
- 1.6 Resident is not allowed to own or use or bring any weapons or any dangerous items which can harm anyone in the Residences. Resident found committing such offence will be evicted.
- 1.7 Smoking, including vaping, and any use of tobacco is not allowed in the Residences or campus premise. Anyone caught will be given a penalty up to a maximum of **RM200.00**.
- 1.8 Resident is not allowed to own or drink any alcoholic drinks within the Residence and campus premises. Anyone caught drinking or owning alcoholic drinks will be given a penalty of **RM200.00** and/or will be evicted.
- 1.9 If a Resident wants to use our facilities, kindly refer to relevant faculties/centres.
- 1.10 Resident must not climb over the fence or wall to get in or out of the Residences. They must use the authorized entrances and exits.
- 1.11 Resident must respect others and keep noise levels low. Televisions, radios, and PC speakers sets must be switched off or the volume turned down after 9.00 p.m. Resident breaking the rule will be face a penalty.
- 1.12 Resident **MUST** throw their rubbish at the designated rubbish bin area at the ground floor.
- 1.13 Misuse/Damage any kind of the firefighting system or accessories is a very serious offence. Resident found guilty of committing such an offence may be evicted or barred from continuing his/her studies in the institution. The cost of repairing any item that has been damaged or destroyed will be charged to the Resident.

1.14 Resident to fill up a Gate Pass Form (**SCHEDULE I**) one (1) day before the actual date of leaving the Campus for the following: -

- Staying outside (overnight)
- Going home during the semester break/public holidays/events

The form must be handed over to the Security Personnel at the Main Gate before leaving the Campus.

2. RENT

2.1 Rental must be paid every six (6) months (for local students) and one (1) year (for international students) within the duration of stay.

2.2 All rental for the subsequent semester/year must be made before the beginning of each new semester.

2.3 Failure to comply will result in eviction from residences. A two (2) weeks notice period will be given to the Resident before eviction from residences.

2.4 The rental fee is inclusive of water and electricity.

2.5 Room rates are subjected to change at the discretion of the Management.

3. TERMINATION OF TENANCY

3.1 Resident is requested to re-register during the re-registration exercise which will be conducted by the Registry Office.

3.2 The Residence Office can terminate this Tenancy at any time if:

- The Resident does not pay the rent by the due date.
- The Resident fails to comply with the Residence Rules & Regulation and/or any other term(s) of this Tenancy.

3.3 Resident must return the Room Key and Access Card to the Warden upon termination of their tenancy. When leaving the room, Resident must make sure that everything is clean and in order. Those who do not do so will be given a penalty.

4. CHECK-IN

4.1 Check-in time:
Mon to Sun: 9.00am to 4.00pm

4.2 If a Resident needs to check in outside office hours, he/she has to contact the Residence Office three (3) days before arrival. Students who arrive outside working hours without prior consent of the Residence Office will not be attended to.

4.3 Resident should not check in BEFORE the specified check-in date. The Residence Office cannot guarantee that a room will be available.

4.4 Any requests for a particular type of room or a roommate is subject to availability.

5. CHECK-OUT

- 5.1 Check-out time:
Mon to Fri: 9.00am to 4.00pm
- 5.2 Resident must clear all their belongings and leave the room latest by 4.00 pm on the checkout date.
- 5.3 Resident who needs to change the check-out date after receiving the Termination Notice must notify the Residence Office in writing, failing which they may be evicted from the Residences upon expiry of the Notice.
- 5.4 After Resident have checked out, they are not allowed to leave their belongings in the room or their friend's room. The Residence Office will not be responsible for any losses.

6. RESIDENCE KEY

- 6.1 Each student will be given one (1) Residence Room Key.
- 6.2 Resident is responsible for their key, not allowed to duplicate or lend to others. The misuse of Resident keys will lead to eviction from the Residences.
- 6.3 If keys are damaged or lost, Resident must immediately report to the Residence Office and a penalty of **RM150.00** will be imposed.
- 6.4 If a Resident forgets his/her keys, a penalty of **RM200.00** will be imposed.

7. ACCESS CARD

- 7.1 Resident will also be issued an Access Card.
- 7.2 The Access Card is non-transferable, must be carried at all times and must be presented upon request.
- 7.3 The Access Card is valid only for their period of stay and must be returned to the Residence Office at the end of the tenancy.
- 7.4 The Resident is responsible for his/her Access Card. Any damage or loss must be reported to the Residence Office immediately. A **RM100.00** fee will be charged for a new card.
- 7.5 Resident is not allowed to lend the Access Card to anyone. Any misuse of the Access Card will lead to eviction from the Residences.

8. UPKEEP OF THE RESIDENCES

- 8.1 Resident must keep their rooms clean and tidy at all times. A penalty will be imposed for dirty and unhygienic rooms.
- 8.2 Resident must bring their own personal belongings to the Residences. As such please refer to the Residence Check-in Form for items provided by MAHSA.
- 8.3 Resident must not leave their shoes at the corridors. The Warden will take away any shoes found, and a penalty of **RM50.00** will be imposed. The Warden will dispose the shoes within seven (7)

working days if the penalty is not paid.

- 8.4 All air-conditioners, fans, lights and electrical appliances must be switched off when the Resident is not in the room and a penalty of **RM100.00** will be imposed on those who do not comply.
- 8.5 Cooking is strictly not allowed. A penalty of **RM200.00** will be imposed on any Resident found cooking in the room.
- 8.6 Resident is not allowed to move furniture from one room to another without permission from the Warden. A penalty of **RM100.00** will be imposed on Resident who do not comply.
- 8.7 Beds must be covered with the bed sheets at all times. A penalty of **RM100.00** will be imposed for failure to comply.
- 8.8 Any damage or loss of Residence property must be reported immediately to the Warden. Resident will be charged for any missing or damaged property except when damages are a result of normal wear and tear.
- 8.9 The Residence Office reserves the right to conduct spot-checks on the rooms without having to give prior notice to the students.
- 8.10 Resident is to ensure that the rooms are clean and abides by the Rules and Regulations. Penalty will be imposed on rooms that do not meet the standard of cleanliness expected of the Residence.
- 8.11 The Maintenance Team may enter rooms when the Residence Manager decides that it is necessary, and every effort will be taken to respect the privacy of the Resident.
- 8.12 The Residence Office can move Resident within any blocks of the Residences with two (2) weeks notice.
- 8.13 Resident must pay for the cost of cleaning, repairing or re-painting if they do not maintain their room in original condition, except for normal wear and tear.
- 8.14 Posters, notes or pictures are only allowed on walls by using blue-tac only. Nails, pins and screws are not allowed on walls or doors. Anyone fail to comply will be imposed **RM200.00**.
- 8.15 Resident is not allowed to hang their clothes on the banisters outside the rooms or on the window railings inside the room. Clothes found hanging in these places will be taken and thrown away. A penalty of **RM50.00** will be imposed.
- 8.16 For safety reasons, Resident is not allowed to use candles, flammable materials, burning of joss sticks/incense for religious reasons and mosquito repellent is not allowed inside the rooms. A penalty of **RM200.00** will be imposed.
- 8.17 Female Residents must dispose their sanitary pads in the sanitary bins provided. Resident caught throwing sanitary pads into toilet bowls will pay for the cost of repairs.
- 8.18 Resident is not allowed to use any empty beds in the room. The bed must be clear at all times. The Residence Office has the right to slot in any student without giving notice. Resident who do not follow these rules will be imposed a **RM100.00** penalty.

9. ELECTRICAL APPLIANCES / ITEMS

- 9.1 Resident is allowed to bring electrical equipment if they follow these conditions:
- The equipment and their plugs, wires must be in working order and in a safe condition.
 - Extension cables are strictly not allowed on the floor and from room to room.
 - Plugs must be wired correctly and must have fuses of the correct rating.
 - A plug must supply only one piece of equipment.
 - A total load on a wall socket must not exceed 13 Amps.

9.2 Restriction to the use of electrical appliances:

- Resident is allowed to have:
 - Personal Computer/Laptop
 - Alarm Clock
 - Battery Charger
 - Standing/Table Fan
- Resident is not allowed to have the following: -
 - Hot plate
 - Home Theatre System
 - Washing Machine
 - Exercise machine
 - Music Instrument - Piano/Organ/Guitar
 - Flask
 - Multi Cooker
 - Steamer Cooker
 - Egg Boiler
 - Multi Kettle
 - Portable Air-conditioner
 - Refrigerator above 180 liters

C. Resident is allowed to have the following with a **FEE**:

NO.	ITEMS	MONTHLY FEE (RM)
1.	Induction Cooker	200.00
2.	Television more than 32 inch	150.00
3.	Slow Cooker	100.00
4.	Refrigerator below 180 litres	100.00
5.	Television below 32 inch	100.00
6.	Steam Iron (above 1600w)	100.00
7.	Steam Iron (below 1600w)	50.00
8.	Mini Fridge	50.00
9.	Standard Kettle	50.00
10.	Portable Air-Cooler	50.00
11.	Dry Iron	30.00
12.	Hair Dryer	30.00

- D. Resident must declare all electrical items from the approved items list at least two (2) weeks after check-in. Electrical items will be confiscated for those who do not declare.

- 9.3 The Residence Office can take action if he/she thinks that any item does not conform to the safety standards. This may include confiscation of unauthorized items.

10. VISITORS/GUESTS

- 10.1 Visitors/Guests are allowed to visit the Resident during visiting hours as follows:
- Weekdays: 5.00pm to 9.00pm
 - Weekends and Public holidays: 12.00noon to 9.00pm
- 10.2 All visitors must register at the Guard House and provide all details and documents before entering the Campus. Resident must inform his/her visitor(s) of the visiting hours and they must leave the Residences premise by 9.00pm.
- 10.3 Visitors of the OPPOSITE SEX are STRICTLY NOT ALLOWED in the Resident's room and floor AT ANY TIME, unless it is with the written permission of the Residence Office. This includes parents, family members, relatives, friends and/or anyone staying inside or outside the Residences.
- 10.4 Visitors, including parents, are not allowed to stay overnight in the Resident's room without the prior consent of the Residence Office.

11. SECURITY AND SAFETY

- 11.1 Resident must carry their Resident ID Card at all times in the compound of the Residences premise and when visiting other Residents in their rooms. They must produce the Resident ID Card whenever being requested.
- 11.2 Resident must be in their Residences at the following times:
- Monday to Thursday: 1.00am to 5.30am
 - Friday to Sunday: 2.00am to 5.30am
- 11.3 Resident must lock all doors at all times for security reasons. The entrance door and room door must always be closed and locked after entering or leaving the room.
- 11.4 Resident is responsible for the safety of their own valuables. All door and cupboard must be locked when they are not inside the room.
- 11.5 The Residence Office will not be responsible for any damage, loss or theft of any property of Resident and/or their visitors. They will also not be responsible for any personal injuries suffered by the Resident or their visitors/guests.
- 11.6 Resident is advisable not to bring valuable items or large amount of money into the campus premises.
- 11.7 Resident is not allowed to change rooms or sleep anywhere other than in their own room and bed without the permission of the Residence Office.
- 11.8 Any Resident who finds his/her roommate(s) missing for more than 48 hours must report to the Warden immediately.

12. LATE-NIGHT OFFENCES

- 12.1 Resident must follow the Opening and Closing hours of the campus.

12.2 Resident who comes back after the allowed time will have their names written in the Late Coming Log Book and they will have to go to the Residence Office on the next working day. The following actions may be taken:

A. FIRST OFFENCE

Resident will receive a verbal warning from the Residence Office.

B. SECOND OFFENCE

Residence Office will send a warning letter/notification via SMS/Email/LMS to the Resident and a notification will be sent to the Resident's parents/guardian.

C. THIRD OFFENCE

Resident Office will send a letter to the parents/guardian on the Resident's habit of returning later than the permitted time. A copy of the letter will be sent to the Registry Office for further action.

13. PETS

13.1 Pets are not allowed in the Residences premise. A penalty of **RM100.00** will be charged to those who do not comply.

14. PARKING

14.1 Parking facilities are currently available for Monthly Season Parking (inclusive tax) as the following:

A. Covered Parking (Ground Floor of the Diversity and Equality Residence)

- RM116.60

B. Open Parking (Next to the Empathy Building/near the North Gate)

- RM84.80

14.2 Residents who park their vehicles in the campus will be at their own risk. The Management will not be held responsible for any lost/damages incurred by the Resident.

15. MAINTENANCE AND REPAIRS

15.1 Resident may fill up the MAHSA Online Support at <http://residence.mahsa.edu.my> or MAHSA Learning System at <http://newelearn.mahsa.edu.my/moodle/my>

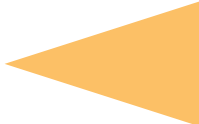
15.2 If a Maintenance staff found that Resident has damaged an item or fixture within the room, he/she will be charged.

15.3 Management will carry out major renovations or maintenance works annually. During this time, Resident must leave their rooms for the duration of these works.

16. EMERGENCY

16.1 In case of emergency outside office hours, please contact:

- A. Warden of the Block or
- B. Residence Hotline at 019-9689460 or
- C. Security Hotline at 019-9689203



17. REVISION OF RULES AND REGULATIONS

- 17.1 The Residence Office may revise the Rules and Regulations from time to time and will keep the Resident informed of any changes through the MAHSA Learning Management System (LMS) or Notice Boards.
- 17.2 Residents must follow all Rules and Regulations.
- 17.3 Resident found breaking any rules may be evicted from the Residences and may also be expelled from the University within 24 hours.

18. RESIDENCE FACT SHEET

- 18.1 There are 2 Residences blocks :
- Diversity (Female)
 - Equality (Male)

NO.	DESCRIPTION	ED		ES		SINGLE		TWIN		TRIPLE		REMARKS
		IN	OUT	IN	OUT	IN	OUT	IN	OUT	IN	OUT	
23.	Coffee Table											
24.	Induction Cooker											
25.	Microwave											
26.	Kettle											
27.	Side Table											
28.	Iron											
29.	Iron Board											

ADDITIONAL ITEMS FOR INTERNATIONAL STUDENTS

NO.	DESCRIPTION	ED		ES		SINGLE		TWIN		TRIPLE		REMARKS
		IN	OUT	IN	OUT	IN	OUT	IN	OUT	IN	OUT	
1.	Mineral Water											
2.	Toiletry Bag (Bath & Amenities)											
3.	Pillow											
4.	Pillow Cover											
5.	Bed Sheet											
6.	Blanket											
7.	Towel											

I, _____ have checked the condition and contents of the room _____ and found them in an acceptable state. During my stay here, my roommate (if any) and I shall be collectively responsible for the general condition of the room and the proper use of the items provided. I understand that whoever individually or jointly change, break or lose any of the items negligently or willfully will have to bear the cost of repair or replacement. I undertake to report immediately to the Residence Office if items are missing or faulty.

Resident Signature,

Name: _____

Date: _____

FOR OFFICE USE ONLY

DEPARTMENT/ DETAILS	FINANCE	RESIDENCE
Approved by		
Date		
Stamp		
Remarks		
Payment Breakdown	Description	Amount (RM)
	Registration Fee	
	6 Months Rental	
	1 Year Rental	
	TOTAL	

SCHEDULE C

RESIDENCE CHECK-IN FORM (SHORT STAY)

Room Type			
Room No.			
Check-in Date			
Full Name	Gender	<input type="radio"/> Male <input type="radio"/> Female	
NRIC/Passport No.	Nationality		
Permanent Address			
	City	Postcode	
	State	Country	
Correspondence Address			
	City	Postcode	
	State	Country	
Date of Birth [DD-MM-YY]			
Race	<input type="radio"/> Malay <input type="radio"/> Bumiputera (Non-Muslim) <input type="radio"/> Chinese <input type="radio"/> Indian <input type="radio"/> Others: _____		
Religion	<input type="radio"/> Islam <input type="radio"/> Buddhist <input type="radio"/> Hindu <input type="radio"/> Christian <input type="radio"/> Others: _____		
Contact No.	Mobile: _____	Residence: _____	
Email			

I, _____ have checked the condition and contents of the room _____ and found them in an acceptable state. During my stay here, my roommate (if any) and I shall be collectively responsible for the general condition of the room and the proper use of the items provided. I understand that whoever individually or jointly change, break or lose any of the items negligently or willfully will have to bear the cost of repair or replacement. I undertake to report immediately to the Residence Office if items are missing or faulty.

Resident Signature,

Name: _____

Date: _____

FOR OFFICE USE ONLY

DEPARTMENT/ DETAILS	FINANCE	RESIDENCE
Approved By		
Date		
Stamp		
Remarks		
Payment Breakdown	Description	Amount (RM)
	Registration Fee	
	Rental: _____ (Days/Week/Month)	
	TOTAL	

SCHEDULE D

RESIDENCE DISCLAIMER FORM

DECLARATION

1. I, _____ have checked the contents for common use in my room, block _____ room no. _____ as listed and have found them to be in good condition and working order.
2. During my stay here, my roommates (if any) and I shall be collectively responsible for the proper use of this room. Whoever, individually or jointly damaged, broken or lost, either through negligently or willfully, will be repaired or replaced and the cost shall be beared by myself and/or with my roommates.
3. As for the items in my room allocated for my personal use, I shall be solely responsible for their proper use. I undertake to report immediately to Residence Office if any item/s found to be faulty or missing when I checked-in.

TERM & CONDITIONS

- i. Student who choose to check-out from MAHSA Residence must give one (1) month notice to the Residence Office.
- ii. If a student fails to make full residence payment at the beginning of each semester, MAHSA has the right to terminate their accommodation contract.
- iii. If a student vacates the Residence within the semester, the student will have to still pay for the full semester, while an International student will require to pay the full year Residence fee.
- iv. The Residence fee is correct at the time of printing and is subject to change without prior notice.
- v. MAHSA Residence Student Handbook can be accessed in the e-learning management system (LMS) and in the Residence Office.

- I fully understand and agree that disciplinary action can be taken against me if I fail to observe the Rules and Regulations both expressed and implied.

I hereby acknowledge:

- One (1) Room Key
 One (1) Access Card (Room)
 One (1) Access card (Room & MARS)

Have been given to me and that I shall be responsible for the proper use of them as per governed by the MAHSA Residence Student Handbook.

Resident Signature,

Parent/Guardian Signature,

Name: _____

Name: _____

Date: _____

Date: _____

FOR OFFICE USE ONLY

Received by,

Name/Stamp: _____

Position: _____

Date: _____

Remarks: _____

1st Copy - Resident
2nd Copy - File

SCHEDULE E

RESIDENCE CHECK-OUT FORM

CHECK-OUT DATE: _____

STAFF STUDENT

1. I acknowledge that I am vacating my room and that it is my responsibility to remove all personal belongings.
2. I also acknowledge that my room will be inspected and assessed for damages by the Residence Office, and to avoid any additional charges to my student account, my room must be left in a good condition.
3. I hereby declare all of my outstanding payment of rental/penalty is cleared.

I hereby return:

- One (1) Room Key
- One (1) Access Card (Room)
- One (1) Access card (Room & MARS)

Resident Signature,

Name: _____

Date: _____

_____ **FOR OFFICE USE ONLY** _____

DEPARTMENT/ DETAILS	FINANCE	ADMISSION	VISA (International Student Only)	RESIDENCE
Approved by				
Date				
Stamp				
Remarks				

SCHEDULE F

RESIDENCE CHANGE OF ROOM FORM

This form must be submitted to the Residence Office within seven (7) working days from the date of check-in to entitle for zero charges. Beyond this period, a fine of RM200.00 will be imposed.

DETAILS	
Name	
Room Type	
Room No.	
Check-in Date	
Matrix/Staff ID No.	
Contact No. (Mobile)	
MAHSA Email	
Date of Change	
Reason	

Remarks:

1. Change of room is subject to room availability and approval by the Residence Office.
2. For new Resident, he/she is allowed to request for room change at no charge within seven (7) working days from date of check-in. Beyond this period, a fine of **RM200.00** will be imposed.
3. For current student, a **RM200.00** fee will be charged.

Resident Signature,

Name: _____

Date: _____

_____ **FOR RESIDENCE USE ONLY** _____

Approved by,

Name/Stamp: _____

Position: _____

Date: _____

New Room No.: _____

Room Type: _____

Fees: No Charge

RM 200

_____ **FOR FINANCE USE ONLY** _____

Received by,

Name/Stamp: _____

Position: _____

Date: _____

1st Copy - Resident

2nd Copy - Finance

3rd Copy - File

SCHEDULE G

RESIDENCE NOTICE OF MISCONDUCT

Date		Time
Name		NRIC/Passport No.
Room No.		Vehicle Registration No.

As a report has been made, notice is hereby given for action to be taken against you for the following attention/s:-

DESCRIPTION	FINE (RM)	PLEASE TICK (/)
Possessing dangerous weapons	xxx	
Allowing unregistered residents to stay in the room	xxx	
All forms of vandalism	xxx	
Throwing of rubbish/littering	500.00	
Using electrical devices/cooking in the room (utensils will be confiscated)	200.00	
Misuse of fire extinguishers	200.00	
Candle, inflammable material, joss stick, incense, mosquito repellent	200.00	
Changing room without permission	200.00	
Change of room	200.00	
Smoking or vaping and any use of tobacco	200.00	
Any undeclared of electrical appliances and equipment	200.00	
Making noise after 9.00pm	200.00	
Own or drink any alcoholic drinks	200.00	
Nailing posters/pictures on the walls	200.00	
Forget to bring room key	200.00	
Damage of Lockset	200.00	
Loss of key	150.00	
Loss of access card	100.00	
Check-out Notice less than one (1) month	100.00	
Leaving room lights, fans, air-conditioners on when residents are not in the room	100.00	
Removing furniture from the original location/position	100.00	
Keeping pets in the room	100.00	
Use of empty beds in the room	100.00	
Hanging clothes at the banisters outside the rooms or on the window railings inside the room	50.00	
Keeping shoes and slippers outside room door	50.00	
Leaving room key on the door	50.00	
Any other offence at the discretion of the warden	50.00/100.00	

1. xxx All cases will be referred to the Vice Chancellor's Office for disciplinary action which will include in fines and/or eviction.

2. Fine must be paid at the Finance Department; failure to pay will result in suspension/termination of your account.

Authorized Signature, _____ Name: _____ Date: _____	Remarks:
--	----------------------------------

1st Copy - Resident

2nd Copy - Finance

3rd Copy - File

SCHEDULE H

RESIDENCE SPOT-CHECK CARD



Date: _____

Time: _____ Room No.: _____

SPOT CHECK *Notice!*

Greetings from Residence Office of MAHSA University

Dear Student,

A spot-check was conducted when you are not in the room. We are sorry to say that we have found non-compliance to the Residence Rules & Regulations.

Kindly drop-by the Residence Office within 24 hours from the issuance of this Spot-Check Card. Please take note that after the period of 24 hours, the Residence Office has the right to proceed with the penalty for non-compliance to the Residence Rules & Regulations.

Issuance Signature: _____

Name: _____

Date: _____

SCHEDULE I

RESIDENCE LIST OF PENALTY

NO.	DESCRIPTIONS	AMOUNT (RM)
1.	Possessing dangerous weapons	XXX
2.	Allowing unregistered residents to stay in the room	XXX
3.	All forms of vandalism	XXX
4.	Throwing of rubbish/littering	500.00
5.	Using electrical devices/cooking in the room (utensils will be confiscated)	200.00
6.	Misuse of fire extinguishers	200.00
7.	Candle, inflammable material, joss stick, incense, mosquito repellent	200.00
8.	Changing room without permission	200.00
9.	Change of room	200.00
10.	Smoking or vaping and any use of tobacco	200.00
11.	Any undeclared of electrical appliances and equipment	200.00
12.	Making noise after 9.00pm	200.00
13.	Own or drink any alcoholic drinks	200.00
14.	Nailing posters/pictures on the walls	200.00
15.	Forget to bring room key	200.00
16.	Damage of Lockset	200.00
17.	Loss of key	150.00
18.	Loss of access card	100.00
19.	Check-out Notice less than one (1) month	100.00
20.	Leaving room lights, fans, air-conditioners on when residents are not in the room	100.00
21.	Removing furniture from the original location/position	100.00
22.	Keeping pets in the room	100.00
23.	Use of empty beds in the room	100.00
24.	Hanging clothes at the banisters outside the rooms or on the window railings inside the room	50.00
25.	Keeping shoes and slippers outside room door	50.00
26.	Leaving room key on the door	50.00
27.	Any other offence at the discretion of the warden	50.00/100.00

***All cases will be referred to the Vice Chancellor's Office for disciplinary action which will include in penalty and/or eviction.

SCHEDULE J

RESIDENCE PRICE FOR DAMAGED ITEMS

NO.	DESCRIPTIONS
1.	Air-Conditioners
2.	Cupboard
3.	Double-decker Bed
4.	Single Bed
5.	Study Table
6.	Ceiling Fan
7.	Lockset
8.	Air-Conditioner Remote Control
9.	Window
10.	Single Mattress
11.	Shower Rose
12.	Window Curtain
13.	Chair
14.	Mirror
15.	Door Latch
16.	Lights
17.	Clothes Holder Hook

NOTE : The charges imposed are by individual basis

SCHEDULE K

RESIDENCE GATE PASS FORM

DETAILS			
Name		Room No.	<input type="radio"/> Diversity: _____
Gender			<input type="radio"/> Equality: _____
Nationality		Departure	Date: _____
Matrix No.			Time: _____
NRIC/Passport No.		Return	Date: _____
			Time: _____
Emergency Contact	Name (Parent/Guardian): _____		
	Mobile No.: _____		
The Purpose of My Departure	<input type="radio"/> Semester Break	Mode of Transportation	Vehicle Registration No.
	<input type="radio"/> Meet Family and Friends	<input type="radio"/> Parent Pick-Up	
	<input type="radio"/> Others:	<input type="radio"/> Guardian Pick-Up	
		<input type="radio"/> Grab / Taxi	
	<input type="radio"/> Public Transport		NA

I, the undersigned hereby RELEASE, and WAIVE MAHSA University, or any of its employees, from and for any liability resulting from any personal injury, accident, or illness (including death), and/or property loss, however caused, arising from, or in any way related to, my use of this Off-Campus Pass. In addition, I agree to INDEMNIFY MAHSA University from any and all claims, actions, suits, procedures, costs, expenses, damages, and liabilities including, but not limited to, attorney's fees, arising from, or in any way related to, my utilisation of this Off-Campus Pass. I acknowledge that I fully understand this assumption of risk, release, waiver of liability and indemnity and that I am signing to this agreement freely and voluntarily.

I hereby authorise MAHSA University through its employees or other authorised persons to enter my room in the event that I have not returned within the time specified in this form for the purpose of ascertaining my status as a Resident and to remove any or all of my personal belongings in accordance with the Residence Rules and Regulations.

I hereby confirm that there are no valuable personal belongings in my room at the time of my departure and that I shall not hold MAHSA University, including its employees or other authorised persons, liable in the event that there exist any such valuable items or that these items go missing in the period of my absence.

Resident Signature, _____ Approved by, _____

Name: _____ Date: _____ Name/Stamp: _____ Position: _____ Date: _____

✂
✂

FOR OFFICE USE ONLY **SERIAL NO.:** _____

Name: _____ Departure:- Date: _____ Time: _____

DETAILS	RESIDENCE	SECURITY NORTH GATE	SECURITY OFFICER/CSO
Approved By	Name/Stamp: _____ Date: _____	Name/Stamp: _____ Date: _____	Name/Stamp: _____ Date: _____
Return	Date: _____ Time: _____	SECURITY NORTH GATE	RESIDENCE
		Name/Stamp: _____ Date: _____	Name/Stamp: _____ Date: _____