



**LETTER OF UNDERTAKING
ACCEPTANCE OF KLG CAMPUS RESIDENCE OFFER
UNIVERSITI TEKNOLOGI MALAYSIA**

STUDENT AND ACCOMMODATION DETAILS

Full Name			
Matric No.		Identity Card No.	
Block No.		Room No.	
Phone No.		Email Address	
Check-In Date		Period of Stay	[] One Month [] Three Months
Additional Electric Equipment (<i>If Applicable</i>)	[] Air Conditioner [] Mini Fridges		

APPLICANT ACKNOWLEDGE

I hereby accept the offer to stay at the KLG Campus Residence, and I will comply with all laws, statutes, rules, regulations, and any orders that apply to the students of Universiti Teknologi Malaysia, that are enforced from time to time as long as I remain a student of the University. Thus, I hereby undertake that I will:

- I. Comply with the Universities and University Colleges Act 1971, terms and conditions, and KLG Campus Residence Hostel Rules and Regulations.
- II. Agree to settle all college fees and any fees or fines (if I violate the college or University) that I must pay during my stay at the college.
- III. Will not claim any fees if withdrawn from staying at the college.
- IV. Be of good character throughout staying at the college. The college reserves the right to reprimand if there are any problems among students.
- V. Always use the facilities of the college responsibly.
- VI. Responsible for compensating UTM for any loss or damage of UTM equipment caused by negligence or intentional.
- VII. I agree to release liability to the college for any claims arising from my negligence.

I hereby acknowledge and understand that if I fail to comply with any of the provisions in any laws, statutes, regulations, rules, or orders, then subsequently, an action can be taken against me according to the laws, statutes, regulations, rules, orders, including expulsion from the University.

.....
(Signature of Student)

Name:
Matric Number:
Date:

.....
(Signature of University's Representative)

Name:
Designation:
Date:

TERMS AND CONDITIONS

1. RENTAL

- 1.1. The rental excludes the usage of air conditioning.
- 1.2. Daily cleaning services are limited to the common areas only.
- 1.3. It is the tenant's responsibility to renew his tenancy before it ends. A minimum of one (1) months' notice is required for tenancy renewal. Should the tenant fail to do so, the tenancy will be automatically suspended, and the tenant will not be guaranteed a room upon tenancy renewal. As such, the tenant must move out before the last day of the tenancy. The management reserves the right to evict the tenant from KLG Campus Residence accommodation if necessary.
- 1.4. Without the prior agreement of any overstay after the last day of the tenancy, charges will be incurred per person per night.

2. BOOKING

- 2.1. The application must be made at least two weeks before the expected check-in date by walk-in to the KLG Campus Residence Office or email to asrama@utm.my.
- 2.2. All bookings are on a first-come, first-serve basis. University reserves the right to re-assign tenants to different rooms should the need arise.

3. PAYMENT DETAILS

- 3.1. All deposits, room rental, and air conditioner charges will be debited to the student's account.
- 3.2. Rental for duration of stay and deposits for room, access card, room key, and air condition payment must be made within 14 days from the date the payment is debited to the student's account.
- 3.3. The electricity supply in the room will be cut if late payment is received.

4. CHECK-IN/ CHECK-OUT

- 4.1. Check-in/ check-out schedule from Sunday to Wednesday: 8.00 am to 5.00 pm and Thursday: 8.00 am to 3.30 pm.
- 4.2. The University reserves the right to conduct a unit check without the student's presence if the tenant checks out without prior notice.
- 4.3. Any loss or damage incurred to the accommodation furniture and fixtures will be automatically deducted from the deposit without referring to the tenant.
- 4.4. The University reserves the right to remove all belongings if the tenant did not remove them and vacate the accommodation by the specific check-out time and date. The University will not be responsible for any loss or damage caused because of this.

5. REFUND OF DEPOSIT

- 5.1. The deposits will only be refunded after the room has been vacated and inspected, the keys and access card returned, and all other monies due to the University have been fully settled. The deposits will be returned within 14 working days from the check-out date.
- 5.2. The deposits cannot offset any outstanding monies owned by the University. Students who check out from KLG Residence Campus without clearing their account will have all the outstanding monies deducted from the deposit. An additional penalty equivalent to one (1) month's rental will be charged to the tenant and be deducted from the remaining deposit.
- 5.3. Any request for cancellation or premature termination of the tenancy after check-in will result in a full forfeiture of deposits and rental that has been paid.

6. THE MANAGEMENT

- 6.1. The management reserves the right to terminate the tenancy of those who violate any of the terms and conditions. In such cases, all rental and deposits that have been paid shall be forfeited, and the management reserves the right to deduct any amount owed by the tenant and any other fees from his deposit or to impose relevant additional charges.
- 6.2. If the tenant checks out without notice and has any outstanding payment, the University has the right to take legal action.
- 6.3. All rental rates and terms and conditions are subject to change without prior notice.