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Date : 4 July 2024

**NOTICE TO STUDENT NO. 4/2024
STUDENT'S RESIDENTIAL COLLEGE ACCOMMODATION DURING
SEMESTER BREAK 2 SESSION 2023/2024**

All Students

Universiti Teknologi Malaysia
81310 Johor Bahru
Johor

Assalamualaikum and Salam Sejahtera,

Please be informed that the Semester 2 2023/2024 holidays will start on **28 July 2024 until 5 October 2024 (69 days)**. Accordingly, the following is information on the check-out process for students staying at the residential college, rental applications during the semester break, as well as the Semester 1 2024/2025 check-in process.

1.0 Check Out Process, Room Cleanliness, and Security of Private Property

- 1.1 Vacate the rooms in a clean condition.
- 1.2 The existing furniture is in good condition and the original arrangement.
- 1.3 Turn off all the switches.
- 1.4 Lock all the room windows and doors.
- 1.5 A fine will be charged for any damage/loss of furniture or equipment due to the student's negligence, and a cleaning charge will be charged if the student fails to clean the room and leaves trash in the room.

2.0 Returning Keys

- 2.1 Students must return the room key to the college office **by 28 July 2024 (Sunday)**. The office will operate on the following dates:

Date	Time
26 July 2024 (Friday)	8.30 pagi – 12.00 tengahari 2.30 petang – 5.00 petang
27 July 2024 (Saturday)	8.30 pagi – 1.00 tengahari 2.00 petang – 5.00 petang
28 July 2024 (Ahad)	8.30 pagi – 1.00 tengahari 2.00 petang – 5.00 petang

- 2.2 Students who fail to return the key on **28 July 2024** will be fined and must pay rent according to their room type until the key is returned.

- 2.3 Students must complete the **check-out form** and **sign the key returning book** at the college office.
- 2.4 Students who return the keys after 5.00 pm must return the keys through the "Key Drop Box" provided by the college. Students who will use the "Key Drop Box" need to ensure the following:
 - 2.4.1 Fill out the check-out form.
 - 2.4.2 Ensure to lock the room.
 - 2.4.3 Insert the key with the room check-out form into the Key Drop Box.
- 2.5 Students who fail to return the keys will be fined and **must pay rent according to the room type until they return the keys.**
- 2.6 **Lost/damaged room keys** can be penalized from **RM25.00 to RM50.00**, depending on the key's original price
- 2.7 A fine will be charged if there is damaged/lost furniture/equipment due to student negligence on furniture, including pasting/scratching, etc.

3.0 Storage for Personal Belongings during Semester Break

- 3.1 There is **no charge** for storing items in stores that have been set, but students are encouraged to bring home personal belongings
- 3.2 The store is only for students who stay in the UTM residential college only.
- 3.3 Store location, storage schedule and store opening date can be refer at the respective residential college.
- 3.4 Students **must** write names and blocks for stored items. Students need to use a box with a maximum size of 80(L) x 60(W) x 50(H) to facilitate the arrangement of goods. Things that can't be put in the box must be tied perfectly and have owner information.
- 3.5 Students are not allowed to leave their boxes or items outside the Storage Store or other than designated areas. The college management office will not be liable for the loss or damage. Students will be fined RM25.00 per item/box for failing to comply with the regulations
- 3.6 Students must bring home all essential documents or equipment, certificates, examination results, and valuable personal items. The student is responsible for any damage or loss of items stored in the store.
- 3.7 The college shall not be liable for any loss, loss, or damage to all goods in the store.
- 3.8 All types of vehicles must be parked in the parking lot provided. Vehicles stored in the student rooms or unauthorized spaces will be subject to a penalty of RM 25.00 per day.
- 3.9 The college management office reserved the right to dispose of all student items stored in the store and abandoned within one year. No claim can be made to the college management.

- 3.10 Students who do not stay at the UTM residential college for the next semester, including students who will graduate or undergo industrial training, are not allowed to use the storage facilities.

4.0 Room Vacating for Upgrading Works

- 4.1 Four (4) colleges will be involved in upgrading works as follows:

No.	College	Block
1.	Kolej Tun Razak	All Blocks
2.	Kolej 9&10	All Blocks
3.	Kolej Tun Hussein Onn	L12
4.	Kolej Tun Fatimah	H25

- 4.2 Students staying in the block **must** vacate and return the room key to the college office by **28 July 2024 (Sunday)**.
- 4.3 Students are kept from leaving their belongings in the room. Any student who fails to vacate the room, the University has the right to dispose of all things and there are no claims that the student can take.

5.0 Room Rental During Semester Break

- 5.1 Students who wish to stay at the residential college during the holidays for activities allowed by the University may make a rental at the college from **28 July 2024 to 13 September 2024** by walk-in application or email to the residential college. List of colleges for rental is as follows:

Bil.	Kolej	Block	Gender
1.	Kolej Rahman Putra	G32, G20, G21, G22	Male
		G09, G10, G11, G13	Female
2.	Kolej Tun Fatimah	H14, H15	Female
3.	Kolej Tun Hussein Onn	L07	Male
		L05	Female
4.	Kolej Tun Dr Ismail	MA1 (Wing C)	Male
		M19, M20	Female
5.	Kolej Tuanku Canselor	S42, S43	Male
		S14, S15	Female
6.	Kolej Perdana	U5	Female
7.	Kolej Datin Seri Endon	WA1, WA3	Male
		W1, W3	Female
8.	Kolej Dato Onn Jaafar	XB1, XB2, XC1	Male
		XC2	Female

- 5.2 Students must fill in the **Room Rental During Semester Break Application Form**, which can be found at the college office or downloaded from the website <https://dvcdev.utm.my/hospitality/pelbagai-borang/>.

- 5.3 Students must vacate the room and move to the residential college they have successfully applied for by **13 September 2024**. Students who are unsuccessful in their residential college application are also required to vacate and return the room key by **13 September 2024**.
- 5.4 The determination of rental rooms and blocks is under the management of the college.
- 5.5 Payment for rental during holidays is in cash or debit charge. Daily rental rates by room type are as in **Appendix 1**.

6.0 Date for Key Collection and Store Opening for Semester 1 Session 2024/2025

- 6.1 The room key collection for senior students is as follows:

Tarikh	Masa	Note
4 October 2024 (Friday)	8.00 am – 12.00 pm 2.30 pm – 5.00 pm	Extra charge for one day
5 October 2024 (Saturday)	8.00 am – 1.00 pm 2.00 pm – 5.00 pm	Charge for one semester

- 6.2 The store will open **from 4 October 2023**. Students should contact their respective college offices to know the store's opening schedule.
- 6.3 Students must bring their matric card and proof of residential college application approval during key collection.

7.0 Changing Room, Changing College, and Appeal of College Application

- 7.1 Any change of room/college is not allowed.
- 7.2 Students who did not successfully apply for residential college online can make a new application by walk-in starting **20 October 2024** at any residential college.

8.0 Other Matters

- 8.1 The University reserves the right to remove students' personal belongings if the students are staying in the room without permission. Room rental charges and fines will impose. Disciplinary action may be taken against the students.
- 8.2 All types of vehicles that are left behind must be parked at the provided parking lot. Vehicles are strictly not allowed to be parked at accommodation blocks and rooms.
- 8.3 Students staying in UTM hostels are subject to the Universities and University Colleges Act 1971, UTM (Student Discipline) Rules 1999, and all regulations issued by the University.

Thank you.

“MALAYSIA MADANI”

“BERKHIDMAT UNTUK NEGARA KERANA ALLAH”

I, who uphold the trust,



(YULIE NURAFNIE BINTI ABD MAJID)

Head of Resident Unit
Business Management Section
Asset Management Division
Department of Deputy Vice-Chancellor (Development)
UTM Johor Bahru

- s.k - Deputy Vice-Chancellor (Development)
- Deputy Vice-Chancellor (Student Affairs)
 - Deputy Vice-Chancellor (Academic & International)
 - Director of Security Division

LIST OF COLLEGES AND THE RENTAL RATES

College	Gender	Room Type	Room Rate/Day		
			Local	International	IDP UTMSPACE
Kolej Rahman Putra (KRP)	Male and female	Single	RM6.00	RM15.00	RM12.00
		Double	RM4.00	RM12.00	RM8.00
	Male	Single attached bathroom	RM8.00	RM20.00	RM20.00
Kolej Tun Fatimah (KTF)	Female	Single executive	RM30.00	RM30.00	RM30.00
		Single attached bathroom	RM8.00	RM20.00	RM20.00
		Single	RM6.00	RM15.00	RM12.00
		Double	RM4.00	RM12.00	RM8.00
Kolej Tun Hussein Onn (KTHO)	Female	Single attached bathroom	RM8.00	RM20.00	RM20.00
	Male and female	Single	RM6.00	RM15.00	RM12.00
		Double	RM4.00	RM12.00	RM8.00
Kolej Tun Dr Ismail (KTDI)	Male and female	Single attached bathroom	RM8.00	RM20.00	RM20.00
	Male and female	Single	RM6.00	RM15.00	RM12.00
	Female	Double (Block MA)	RM5.00	RM12.00	RM8.00
	Male and female	Double	RM4.00	RM12.00	RM8.00
	Female	Double attached bathroom	RM8.00	RM20.00	RM20.00
Kolej Tuanku Canselor (KTC)	Male and female	Single	RM6.00	RM15.00	RM12.00
		Double	RM4.00	RM12.00	RM8.00
Kolej Perdana (KP)	Female	Single	RM6.00	RM12.00	RM12.00
		Double	RM4.00	RM10.00	RM8.00
Kolej Datin Seri Endon (KDSE)	Male and female	Single	RM6.00	RM12.00	RM12.00
		Double	RM4.00	RM10.00	RM8.00
Kolej Dato Onn Jaafar (KDOJ)	Male and female	Single	RM6.00	RM12.00	RM12.00
		Double	RM4.00	RM10.00	RM8.00