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Date : 7 July 2025

NOTICE TO STUDENT NO. 5/2025
STUDENT RESIDENTIAL COLLEGE ACCOMMODATION MATTERS DURING
SEMESTER BREAK 2, SESSION 2024/2025

All Undergraduate and Postgraduate Students

Universiti Teknologi Malaysia
81310 Johor Bahru
Johor

Please be informed that the Semester 2 break for the 2024/2025 session for both undergraduate and postgraduate students will commence from **26 July 2025 until 5 October 2025**. Details regarding student check-out, semester break room rentals, and check-in for Semester 1, Session 2025/2026 are provided below.

1.0 Room Clearance, Room Cleanliness, and Personal Belongings Safety

- 1.1 Ensure that your room is clean.
- 1.2 Arrange and tidy up all provided furniture.
- 1.3 Ensure that all switches in the room are turned off.
- 1.4 Lock all windows and doors.
- 1.5 Penalties will be imposed for any damages or loss of furniture or equipment caused by the student's negligence. Cleaning charges will also apply if the room is left unclean or with trash inside.

2.0 Room Key Return

- 2.1 The deadline for key return is **on Saturday, 26 July 2025**. The college office will operate on the following schedule:

Table 1: College Office Operating Hours

Date	Time
26 July 2025 (Saturday)	8.30 am – 1.00 pm 2.00 pm – 5.00 pm
27 July 2025 (Sunday)	8.30 am – 1.00 pm 2.00 pm – 5.00 pm

- 2.2 Students who fail to return their keys by **26 July 2025** will be charged rental fees based on the room type until the key is returned.
- 2.3 Students are required to complete the Check-Out Form and sign the Key Return Logbook at the college office.

- 2.4 Students returning their keys **after 5.00 pm** must do so via the “**Key Drop Box**” provided by the college, ensuring the following:
- 2.4.1 The check-out form is completed.
 - 2.4.2 The room is locked
 - 2.4.3 Place the key inside the Key Drop Box
- 2.5 A penalty from **RM25.00 to RM50.00** (or based on the actual cost of the key) will be charged for lost or damaged keys.

3.0 Storage of Belongings During the Semester Break

- 3.1 No charges will be imposed for storage in designated storerooms. However, students are encouraged to take all personal belongings home.
- 3.2 Storage rooms are strictly for students currently residing in UTM residential colleges.
- 3.3 Students from **Kolej Tun Dr Ismail** and **Kolej Tun Hussein Onn** in Semester 2, Session 2024/2025 are allowed to store items in the residential college they will be staying in for Session 2025/2026. Proof of college placement (from the myUTM student portal) must be shown when applying for storage.
- 3.4 The storage room location, schedule, and opening dates can be referred to at the respective college.
- 3.5 Students must label all stored boxes with their **name and block**. The maximum box size allowed is **80cm (L) x 60cm (W) x 50cm (H)**. Items that cannot be boxed must be securely tied and labeled.
- 3.6 Items **must not be left outside** the designated storage area. The college will not be responsible for any loss, and a penalty of **RM25.00** will be imposed for items left outside the designated area.
- 3.7 Students are reminded to take home all the important documents, certificates, exam results, and other valuable personal items. The student is fully responsible for any loss or damage of items stored.
- 3.8 The college shall not be liable for any loss, damage, or theft of belongings stored in the storage rooms.
- 3.9 All vehicles left behind must be parked in designated parking areas. Vehicles left inside rooms or in non-designated areas will incur a **RM25.00 daily fine**.
- 3.10 Any belongings not collected from the storage room **within one (1) year** may be disposed of by the college management. No claims will be entertained thereafter.
- 3.11 Storage service is **not available** for students **not staying in UTM residential colleges** in the following semester.

4.0 Semester Break Room Rental

- 4.1 Students who wish to rent a room during the semester break for University related purposes may do so from **26 July 2025 to 15 September 2025** by walk-in or email application to the respective college. The eligible blocks are listed below:

Table 2: Rental Blocks for Semester Break

No.	College	Block	Gender
1.	Kolej Rahman Putra	G31 and G32	Male
		G13, G14 and G15	Female
2.	Kolej Tun Fatimah	H25	Female
3.	Kolej Tun Razak	K11	Male
		K13 and K14	Female
4.	Kolej Tun Hussein Onn	L12	Female
5.	Kolej Tun Dr Ismail	MA1	Male
6.	Kolej Tuanku Canselor	S45	Male
		S14 and S15	Female
7.	Kolej Perdana	U5	Female
8.	Kolej Datin Seri Endon	WA1	Male
		W1	Female
9.	Kolej Dato Onn Jaafar	XB1, XB2 and XC1	Male
		XC2	Female

- 4.2 Students currently staying in blocks not listed above are only allowed to rent rooms in the blocks designated above.
- 4.3 Students must complete the Semester Break Room Rental Application Form online via the respective college.
- 4.4 Room and block assignments are determined by the college.
- 4.5 Rental payments will be deducted from the student's account. The daily rates based on room type are listed in Appendix 1.
- 4.6 All rented rooms must be vacated by **15 September 2025** to allow inspection and cleaning. Students not offered residential placement for the next semester must also vacate and return the keys by this date.

5.0 Key Collection & Storage Room Opening for Semester 1, Session 2025/2026

- 5.1 Key collection date for returning students is scheduled as follows:

Table 3: Key Collection Dates for Semester 1, 2025/2026

Date	Time	Notes
4 October 2025 (Saturday)	8.00 am – 1.00 pm 2.00 pm – 5.00 pm	An additional daily charge will be imposed
5 October 2025 (Sunday)	8.00 am – 1.00 pm 2.00 pm – 5.00 pm	Full semester charges apply

- 5.2 Students must **bring their matric card** when collecting the keys.
- 5.3 Storage rooms will open starting **4 October 2025**. Students may contact their college office for the schedule.

6.0 Residential College Placement Cancellation (Session 2025/2026)

- 6.1 Students who have been offered a place in the residential college but wish to cancel their placement must email a cancellation notice to the respective college by **19 September 2025** to avoid residential charges in the student portal.

7.0 Other Matters

- 7.1 The University reserves the right to remove belongings of students who remain in residential colleges without approval. Besides rental and penalty charges, disciplinary action may be taken against students who fail to vacate their rooms upon instruction.
- 7.2 Students residing in residential colleges are subject to the Universities and University Colleges Act 1971, UTM (Student Discipline) Rules 1999, and all rules issued by the University.

Thank you.

“MALAYSIA MADANI”

“BERKHIDMAT UNTUK NEGARA KERANA ALLAH”

I, who uphold trust,



(YULIE NURAFNIE/BINTI ABD MAJID)

Head of Residence Unit
Service Section
Asset Management Division
Department of Deputy Vice Chancellor (Development)
UTM Johor Bahru

LIST OF RENTAL COLLEGES AND RENTAL RATES

College	Gender	Room Type	Rental Rate/Day		
			Local Students	International Students	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	RM 30.00
		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	RM6.00	RM15.00	RM12.00
		Double	RM4.00	RM12.00	RM8.00
		Single attached bathroom	RM8.00	RM20.00	RM20.00
Kolej Tun Dr. Ismail (KTDI)	Male	Single	RM6.00	RM15.00	RM12.00
		Double	RM4.00	RM12.00	RM8.00
		Single attached bathroom	RM8.00	RM20.00	RM20.00
Kolej Tun Razak (KTR)	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 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

RESIDENTIAL COLLEGE CONTACT INFORMATION

No.	College	Email	Contact Number
1.	Kolej Rahman Putra (KRP)	krp@utm.my	07-5537242
2.	Kolej Tun Fatimah (KTF)	ktf@utm.my	07-5537255
3.	Kolej Tun Razak (KTR)	ktr@utm.my	07-5530542
4.	Kolej Tun Hussein Onn (KTHO)	ktho@utm.my	07-5532151
5.	Kolej Tun Dr Ismail (KTDI)	ktdi@utm.my	07-5333951
6.	Kolej Tuanku Canselor (KTC)	ktc@utm.my	07-5535658
7.	Kolej Perdana (KP)	pejabatkolejperdana@utm.my	07-5536609
8.	Kolej 9&10 (K9&10)	kolej910@utm.my	07-5535015
9.	Kolej Datin Seri Endon (KDSE)	kdse@utm.my	07-5537702
10.	Kolej Dato Onn Jaafar (KDOJ)	kdoj@utm.my	07-5537708