

# ACCOMMODATION APPLICATION FORM

2015

Please complete this form if you require assistance in obtaining accommodation

www.apu.edu.my

## SECTION A: PERSONAL DETAILS

Full Name \_\_\_\_\_

IC/Passport No \_\_\_\_\_ ☐ Male ☐ Female Email \_\_\_\_\_

Religion \_\_\_\_\_ Nationality \_\_\_\_\_ Arrival Date \_\_\_\_\_  
(Expected Arrival Date)

Home Address \_\_\_\_\_

Mobile Contact Number \_\_\_\_\_

### CONTACT PERSON IN CASE OF EMERGENCY

Name \_\_\_\_\_ Contact Number \_\_\_\_\_ Relationship \_\_\_\_\_

**PLEASE SELECT A CHOICE OF 3 TYPES OF ROOMS IN ORDER OF PREFERENCE**  
(e.g: TYPE [C] ROOM [C6] for Premium Apartment, Compact Premium SINGLE Room)

Choice 1: TYPE [ ] ROOM [ ] Choice 2: TYPE [ ] ROOM [ ] Choice 3: TYPE [ ] ROOM [ ]

## SECTION B: TYPE OF ACCOMMODATION

APU provides fully-managed accommodation at a number of apartment buildings close to the campus with free shuttle bus service. The facilities available include launderettes, convenient stores, restaurants, 24 hr security, etc. Each apartment has 3-6 room with a common living room. The rates mentioned are on monthly basis on sharing or single basis:

### TYPE [S] STANDARD APARTMENT WITHOUT COOKING FACILITIES\* (ACADEMIA)

ROOM TYPE	TRIPLE SHARING	TWIN SHARING	SINGLE OCCUPANT	COVER CHARGE
Standard Room with A/C	<b>[S1]</b> - RM 330 (USD 90)*	<b>[S3]</b> - RM 420 (USD 120)*	-	RM 150 (USD 40)*
Standard Room	<b>[S2]</b> - RM 270 (USD 80)*	<b>[S4]</b> - RM 340 (USD 90)*	<b>[S5]</b> - RM 420 (USD 120)*	

STANDARD APARTMENTS WITHOUT COOKING FACILITIES\* are equipped with basic amenities including Water Heater, Shared Study Area, Refrigerator, Microwave Oven, Bed with Divans and WIFI (Wireless Broadband Internet). Students in Standard Apartments will pay for utilities on 'Pay as you use' basis.

\* **Cooking unit with additional RM 20 per student.**

### TYPE [A] DELUXE APARTMENT (VISTA)

ROOM TYPE	TWIN SHARING	SINGLE OCCUPANT	COVER CHARGE
Master Deluxe with attach/bath	<b>[A1]</b> - RM 590 (USD 160)*	<b>[A4]</b> - RM 1100 (USD 300)*	RM 150 (USD 40)*
Medium Deluxe	<b>[A2]</b> - RM 540 (USD 150)*	<b>[A5]</b> - RM 1000 (USD 270)*	
Compact Deluxe	<b>[A3]</b> - RM 490 (USD 130)*	<b>[A6]</b> - RM 900 (USD 240)*	

DELUXE APARTMENTS are furnished with basic amenities including Living Room set, Oven Cooker OR with Kitchen Cabinets, Water Heaters, Dining set, Refrigerator, Microwave Oven, Fully Automatic Washing Machine, Air Conditioned Rooms, Comfortable Spring Mattresses with Divans, Study Tables and WIFI (Wireless Broadband Internet)\*\*.

**ACCOMMODATION TYPE / ROOM TYPE ARE SUBJECT TO AVAILABILITY AND ON FIRST COME, FIRST SERVED BASIS.**

\* Note : All fees are payable in Ringgit Malaysia (RM). USD fees are indicative amounts only for guidance based on the current exchange rate of USD 1 = RM 3.75 as of 1 August 2015 and are subject to fluctuations in the currency exchange rate.

\*\* Internet Service in all apartments is complimentary and not charged in the rental fees. Please note it is also subject to availability by internet service provider.

## SECTION B: TYPE OF ACCOMMODATION

### TYPE [ B ] PREMIUM APARTMENT WITHOUT COOKING FACILITIES (FORTUNE)

ROOM TYPE	TWIN SHARING	SINGLE OCCUPANT	COVER CHARGE
Master Premium with attach/bath	<b>[ B1 ]</b> - RM 670 (USD 180)*	<b>[ B3 ]</b> - RM 1340 (USD 360)*	RM 250 (USD 70)*
Medium Premium TWIN	<b>[ B2 ]</b> - RM 620 (USD 170)*	<b>[ B4 ]</b> - RM 1240 (USD 330)*	
Medium Premium SINGLE	-	<b>[ B5 ]</b> - RM 820 (USD 220)*	
Compact Premium SINGLE	-	<b>[ B6 ]</b> - RM 700 (USD 190)*	
PREMIUM APARTMENTS WITHOUT COOKING FACILITIES are with enhanced security & comfort. They are furnished with amenities including Security Card Access System, Swimming Pool, Gymnasium, Water Heaters, Refrigerator, Electric Kettle, Microwave Oven, Fully Automatic Washing Machine, Time Controlled Air Conditioned Rooms, Comfortable Spring Mattresses with Divans, Study Tables and WIFI (Wireless Broadband Internet)**. <b>No cooking is allowed in this apartment.</b>			

### TYPE [ C ] PREMIUM APARTMENT WITH COOKING FACILITIES (FORTUNE)

ROOM TYPE	TWIN SHARING	SINGLE OCCUPANT	COVER CHARGE
Master Premium with attach/bath	<b>[ C1 ]</b> - RM 770 (USD 210)*	<b>[ C3 ]</b> - RM 1540 (USD 410)*	RM 250 (USD 70)*
Medium Premium TWIN	<b>[ C2 ]</b> - RM 720 (USD 200)*	<b>[ C4 ]</b> - RM 1440 (USD 390)*	
Medium Premium SINGLE	-	<b>[ C5 ]</b> - RM 920 (USD 250)*	
Compact Premium SINGLE	-	<b>[ C6 ]</b> - RM 800 (USD 220)*	
PREMIUM APARTMENTS WITH COOKING FACILITIES AND FULL-SIZE LIVING HALL INCLUDING A DINING AREA are with enhanced security & comfort. They are furnished with amenities including Security Card Access System, Swimming Pool, Gymnasium, Living Room set, Kitchen Cabinets, Water Heaters, Dining Table set, 350 Liter Refrigerator, Electric Kettle, Microwave Oven, Fully Automatic Washing Machine, Time Controlled Air Conditioned Rooms, Comfortable Spring Mattresses with Divans, Study Tables and WIFI (Wireless Broadband Internet)**.			

### TYPE [ D ] SUPER PREMIUM APARTMENT (ENDAH)

ROOM TYPE	TWIN SHARING	SINGLE OCCUPANT	COVER CHARGE
Master S/Premium with attach/bath	<b>【 D1 】</b> - RM 890 (USD 240)*	<b>【 D2 】</b> - RM 1780 (USD 480)*	RM 350 (USD 100)*
Medium S/Premium SINGLE	-	<b>【 D3 】</b> - RM 1020 (USD 280)*	
Compact S/Premium SINGLE	-	<b>【 D4 】</b> - RM 920 (USD 250)*	
SUPER PREMIUM APARTMENTS are with enhanced security & extra comfort. They are furnished with amenities including Security Card Access System, Swimming Pool, Gymnasium, Sauna, Squash Court & Badminton Court, Living Room set, Kitchen Cabinets, Water Heaters, Dining Table set, 350 Liter Refrigerator, Electric Kettle, Microwave Oven, Fully Automatic Washing Machine, Time Controlled Air Conditioned Rooms, Comfortable Spring Mattresses with Divans & Headboard, Study Tables and WIFI (Wireless Broadband Internet)**.			

### TYPE [ E ] SUPERIOR APARTMENT (COVILLEA)

ROOM TYPE	TWIN SHARING	SINGLE OCCUPANT	COVER CHARGE
Master Superior with attach/bath	<b>[ E1 ]</b> - RM 950 (USD 260)*	<b>[ E2 ]</b> - RM 1900 (USD 510)*	RM 420 (USD 120)*
Medium Superior SINGLE	-	<b>[ E3 ]</b> - RM 1090 (USD 290)*	
Compact Superior SINGLE	-	<b>[ E4 ]</b> - RM 990 (USD 270)*	
SUPERIOR APARTMENTS are with enhanced security & extra comfort with high-end condominium facility. They are furnished with amenities including Security Card Access System, Swimming Pool, Gymnasium, Sauna, Basketball Court, Living Room set, Kitchen Cabinets, Water Heaters, Dining Table set, 350 Liter Refrigerator, Electric Kettle, Microwave Oven, Fully Automatic Washing Machine, Time Controlled Air Conditioned Rooms, Comfortable Spring Mattresses with Divans & Headboard, Study Tables and WIFI (Wireless Broadband Internet)**.			

### ACCOMMODATION TYPE / ROOM TYPE ARE SUBJECT TO AVAILABILITY AND ON FIRST COME, FIRST SERVED BASIS.

\* Note : All fees are payable in Ringgit Malaysia (RM). USD fees are indicative amounts only for guidance based on the current exchange rate of USD 1 = RM 3.75 as of 1 August 2015 and are subject to fluctuations in the currency exchange rate.

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## COVER CHARGE FOR APARTMENTS

Students are required to pay one-time cover charge regardless of duration of stay. It includes a welcome pack with a bed sheet, pillow, mattress protector, security access card and travels pass.

- Standard Apartments without Cooking Facilities (Academia) and Deluxe Apartments (Vista) cover charge of **RM 150 (USD 40)\***
- Premium Apartments (Fortune) cover charge of **RM 250 (USD 70)\***
- Super Premium Apartments (Endah) cover charge of **RM 350 (USD 100)\***
- Superior Apartments (Covillea) cover charge of **RM 420 (USD 120)\***

## SECURITY ACCESS CARD

Students staying at Premium & Super Premium Apartments will need to use the security access card to access their apartment and rooms. Students will be charged **RM 350 (USD 100)\*** to replace the lost or damaged cards. Students need to return the access card upon check-out from the accommodation.

## CARPARK

Covered Car Parking Lot at the Accommodation **RM 100 (USD 30)\*** [ ☐ Per Month – OPTIONAL – DEPOSIT RM 500 (USD 140)\* ]

## BOOKING GUIDELINES

Room options are available on a **FIRST COME, FIRST SERVED BASIS**. Your selected accommodation is **ONLY GUARANTEED**, if you have paid **TWO(2)-MONTHS' DEPOSIT** and **ONE(1)-MONTH RENTAL** in advance at the time of booking and once University has confirmed your booking. Free regular transportation is provided to and from the University for students staying in APU managed accommodation. You are required to have a mattress protector & bed sheet before being allowed to use the beds; you will be given the Bed Set once you have paid for the cover charge. Additional Bed Sets can be purchase for RM 75 (USD 20)\*. Students would be charged a fine of RM 50 (USD 15)\* for each non-compliance if the mattress protector is not used at all times on the beds.

The tenancy is for a **MINIMUM PERIOD OF 4 (FOUR) MONTHS**. Students are required to pay 2 months' deposit and 1 month rental.

**APU also covers utility bills up to RM 250 (USD 70)\* per month per apartment only for all Deluxe, Premium, Super Premium and Superior Apartments (excluding Standard Apartment)**. If the utilities exceed RM 250 (USD 70)\* for the apartment, the students staying in the apartment will have to pay for the excess. **Students in Standard Apartments will pay for utilities on pay as you use basis.**

Student will be required to stay for a minimum of 4 months. Failure to fulfill the minimum tenancy period will result in **FORFEITURE OF THE DEPOSIT** in **FULL**.

All students intending to live at APU accommodation are required to provide **7 days' notice prior to arrival**. If the student arrives less than 7 days after confirming the accommodation, we reserve the right to house the student temporarily at another accommodation & will charge the student RM 50 (USD 15)\* per day (Deluxe Rooms) and RM 75 (USD 20)\* per day (Premium Rooms) for until being transferred to the permanent accommodation. Same rates will apply for overstays. Students will need to stay at Hotel at their own cost if APU accommodation is not available.

Students will **NOT** be allowed to check-in to the accommodation without the 2 month Deposit and 1 month Rental and Cover Charge. APU reserve the right to refuse any bookings and would immediately terminate the use of apartments for non-payments or non-compliance with the rules and regulations.

## PLEASE NOTE THAT THE AIR CONDITIONERS CAN ONLY BE OPERATED ACCORDING TO THE SCHEDULE BELOW

AIR CONDITIONING SCHEDULE	Weekdays & Weekends (Monday-Sunday)	[ 9 PM – 8 AM ]
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I, the undersigned, hereby:

1. Confirm my understanding that this accommodation application is **SUBJECT TO ROOM AVAILABILITY** and that APU reserves the right to assign any other type of accommodation available, should bookings and payments not be made on time.
2. Confirm that I have read the accommodation Rules and Regulations (can also be downloaded from our website at <http://www.apu.edu.my/accommodation.htm>) and agree to abide by the said rules and regulations.
3. Confirm that I will pay the accommodation fees and deposit by the required dates.
4. Confirm that I understand the Internet Service is subject to availability by the service provider.
5. Confirm that I would be responsible for all items within the apartments and would pay for any damages during my stay.
6. Confirm that I will respect the other occupant's privacy and would not make excessive noise or hold gathering in the units and facilities in the apartments without prior approval from the University.
7. Confirm that I am not allowed to bring any guests to the accommodation.
8. Confirm that I understand that in an event any of the rules & regulations is violated, I will be asked to leave the accommodation within 24 hours.
9. Confirm that I understand that smoking, use of any drugs and consuming alcohol is not allowed in the apartments or in the associated facilities with the apartments.
10. Confirm that any exceeded utility or damages in the apartment not reported will be charged to all students staying in the apartment.
11. Confirm that I need to pay overstay charges if I fail to check-out from the accommodation on the necessary dates.
12. Confirm that I understand that in the event I fail to pay my rental on time, the University has the right to move me out of the apartment.
13. Rental, facilities, equipment and services currently provided at any of the apartments are subject to changes or revision from time to time and maybe effective at anytime without prior notice.

Student's Signature \_\_\_\_\_

Application Date \_\_\_\_\_

#### OFFICIAL USE ONLY

ASSIGNED APT/ROOM NO	INTAKE CODE	CONFIRM BY	DATE

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**Accommodation Rules & Regulations can also be downloaded from our website at <http://www.apu.edu.my/accommodation.htm>**

#### PRIVACY STATEMENT

The purpose of requesting the personal data in this form is to assist us in processing your accommodation application and for statistical and information purposes. If you choose not to complete all the required sections or do not provide all the required information, it may not be possible to process your application. Access to the personal data you provide will be strictly on a need to know basis. By providing the personal data on this form, you give your consent to allow personal data and information to be processed securely and confidentially.

*Tujuan kami meminta segala data peribadi anda di dalam borang ini adalah untuk membantu kami dalam memproses permohonan penginapan dan untuk tujuan statistik dan maklumat. Jika anda memilih untuk tidak melengkapkan semua bahagian yang diperlukan atau tidak menyerahkan semua maklumat yang diperlukan, kami tidak dapat memproses permohonan anda. Kami hanya akan rujuk data peribadi anda untuk mengetahui segala maklumat yang perlu diketahui. Dengan mengisi maklumat peribadi pada borang ini, anda memberikan persetujuan untuk membenarkan data peribadi dan maklumat diproses dengan selamat dan sulit.*