

## SECTION E: IMPORTANT INFORMATION

### APU ON-CAMPUS RESIDENCE

#### ONE OFF CHARGE

Students are required to pay a one off charge regardless of duration of stay. It includes a welcome pack with a bed sheet, pillow and mattress protector. Comforter is optional at an additional RM 100 (USD 25)\*.

On-Campus Residence Charge : RM 400 (USD 95)\*

#### SECURITY ACCESS CARD

Students staying at APU Residence will need to use APCARD to access their apartment and rooms. Students will be charged RM 100 (USD 25)\* to replace the lost or damaged cards. Students need to return the access card upon check-out from the accommodation.

#### 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. 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 100 (USD 25)\*. Students would be charged a fine of RM 50 (USD 10)\* 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 TWO (2)-MONTHS' DEPOSIT and ONE(1)-MONTH RENTAL. Students need to provide 2 months' notice in writing in order to get their deposit refunded. 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.

#### BOOKING FEE UPON CONFIRMATION OF ROOM

A NON-REFUNDABLE BOOKING FEE OF RM 500 (USD 120) is required once your room is confirmed. The booking fee will be adjusted from the rental payment. In the event of cancellation, this booking fee will be forfeited.

#### CARPARK

Carpark is available on campus with daily rates.

#### ELECTRICITY USAGE

Electricity usage in the room is on "Pay as you Use" basis using APCARD. You will be charged for actual electricity usage on a monthly basis. New tenants are required to pay RM100 (USD 25) as an initial Top-up which will be used to cover electricity usage after moving into the accommodation unit until the next top-up is required.

#### LAUNDRY FACILITIES

Self-service launderette is available in APU Residence on "Pay as you Use" basis.

#### CHECK OUT PROCEDURE

2 Month Advance Notice of Vacancy is needed with parent consent letter before check out, failure to provide the required documents will result in TWO (2)-MONTHS' DEPOSIT FORFEITED.

Time: Monday to Saturday - 10am to 12pm. Late check-out will be subjected to a surcharge of RM10/hour

### SATELLITE CAMPUS RESIDENCE / OFF-CAMPUS FORTUNE PARK

#### ONE OFF CHARGE

Students are required to pay a one off charge regardless of duration of stay. It includes a welcome pack with a bed sheet, pillow and mattress protector. Comforter is optional at an additional RM 100 (USD 25)\*.

Fortune Park / Satellite Campus Residence Charge : RM 280 (USD 70)\*

#### SECURITY ACCESS CARD

Students staying at Satellite / Fortune Park will need to use Access Card to access their apartments/residence. Students need to return the access card upon check-out from the residence. Students will be charged as below to replace the lost cards.

Satellite - RM 100 (USD 25)

Fortune Park - RM 280 (USD 70)

#### 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. 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 100 (USD 25)\*. Students would be charged a fine of RM 50 (USD 10)\* 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 TWO (2)-MONTHS' DEPOSIT and ONE(1)-MONTH RENTAL. Students need to provide 2 months' notice in writing in order to get their deposit refunded. 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.

#### BOOKING FEE UPON CONFIRMATION OF ROOM

A NON-REFUNDABLE BOOKING FEE OF RM 500 (USD 120) is required once your room is confirmed. The booking fee will be adjusted from the rental payment. In the event of cancellation, this booking fee will be forfeited.

#### CARPARK

Satellite - Carpark is available on campus with daily rates.

Fortune Park - You may rent Carpark from building management at Fortune Park.

#### ELECTRICITY USAGE

Satellite - The rental is inclusive of utilities - water & electricity.

Fortune Park - The students staying in the apartment will share the electricity & water charges on 'pay as you use' on monthly basis.

*Please note that the air conditioners for Fortune Park & Satellite Campus Residence can only be operated from 9pm to 8am.*

#### LAUNDRY FACILITIES

Satellite - Self-service launderette is available in APU Residence on "Pay as you Use" basis.

Fortune Park - Washing Machine is available in all apartments on Self-service basis.

#### CHECK OUT PROCEDURE

2 Month Advance Notice of Vacancy is needed with parent consent letter before check out, failure to provide the required documents will result in TWO (2)-MONTHS' DEPOSIT FORFEITED.

Time: Monday to Saturday - 10am to 12pm. Late check-out will be subjected to a surcharge of RM10/hour.

\* 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 4.10 as of 1st January 2023 and are subject to fluctuations in the currency exchange rate.

\*\* Measurements in Sq. Ft. are approximate.