



KOLEJ SYNERGY

HOSTEL RULES AND REGULATIONS

NAME : _____

NRIC : _____

ROOM NO : _____

KOLEJ SYNERGY

NO 32 & 34, JALAN PERAI JAYA 4, BANDAR PERAI JAYA,

13600 PERAI, PULAU PINANG

TEL : 04-3984787 FAX: .04-3984787

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1.0 BEHAVIOUR & DISCIPLINARY

- 1.1. Fighting or any kind of physical violence is NOT allowed within the hostel complex.
- 1.2. Possession and / or consumption of any prohibited drugs in the hostel complex / campus area is NOT allowed.
- 1.3. Vandalism is a very serious offence. Student found committing such an offence will be evicted from hostel / barred from continuing his/her studies in college. The cost of making good any item vandalized will be charged accordingly.
- 1.4. Viewing, possession and / or dissemination of pornographic material (hard / soft copies) in the hostel are STRICTLY prohibited.
- 1.5. Possession of weapon(s) or any items considered dangerous which can be used to cause injuries / bodily harm is NOT allowed in the hostel grounds.
- 1.6. Smoking is NOT allowed in the hostel complex / campus area at anytime.
- 1.7. Possession and / or consumption of alcoholic beverage in the hostel area are NOT allowed.
- 1.8. Parties / other social gatherings in the hostel complex are NOT permitted without the prior consent of the Hostel Lecturer.
- 1.9. A hostel campus should be a place where people can have the best possible conditions for studying & adequate rest. As such due consideration must be according to other students at all times. Noise level must be kept low to allow others the opportunity to study / sleep in comfort. Televisions, radios, Hi-Fi sets must be switch of or volume toned down after 11.00pm. These rules are intended to ensure a conducive environment for all students.

2.0 RENTAL

- 2.1 Rental fee is collected by semester
- 2.2 One (1) month deposit & six (6) month rental has to be paid.
- 2.3 The rental must be paid by the first week of every 6 month. Failure to comply within 2 weeks after due date will result in EVICTION from hostel.
- 2.4 The rental is NOT inclusive of water & electricity.
- 2.5 Refrigerator, water heater, gas cylinder & transport are NOT included in the rental.
- 2.6 The hostel management reserves the right to revise the current rates from time to time by giving one (1) month's advance notice.

3.0 HOSTEL KEYS

- 3.1 Students are expected to be solely responsible for the keys & are NOT allowed to lend the keys to anybody under any circumstances.
- 3.2 Should there be any damage / loss of keys, students should immediately report to the hostel management

4.0 REFUNDS OF HOSTEL DEPOSIT

- 4.1 Application for refund of hostel deposits must be done in the prescribed form obtainable at the college Office.
- 4.2 The hostel deposit will only be refunded after the room has been vacated and all the monies due to the Office have been settled.
- 4.3 Students that check-out from hostel without clearing their accounts will have all the outstanding monies being deducted from the deposit.
- 4.4 An additional penalty equivalent to 25% of the term rental will be charged to the students & be deducted from the remaining deposits.
- 4.5 Pre-refund of hostel deposit is STRICTLY not allowed.
- 4.6 Refunds of all deposits will take approximately one (1) months to be proceeding.
- 4.7 The refund can be collected from Management Department.
- 4.8 The refund of deposits in cheque will be made payable to the student's name on request unless expressly specified otherwise in writing by the students / student's parents / guardian.

5.0 UPKEEP OF THE HOSTEL

- 5.1 Students are responsible for keeping their rooms' clean & tidy at all times. A penalty will be imposed for the excessively dirty & unhygienic rooms.
- 5.2 Some Double-decker, wall fan & ceiling fan are provided in all bedrooms & students are to bring their own pillows, bed sheets, blankets, towels, study lights etc.
- 5.3 Penalty will be imposed if a student has dissembled his / her furniture.
- 5.4 Common hostel furniture must NOT be moved into other rooms / from one hostel to another without the consent of the warden.
- 5.5 Any damage / loss of hostel property must be reported immediately to the hostel management. Student will be charged for any missing / damage properties except damages incurred by normal wear & tear.
- 5.6 The hostel management reserve the right to make spot-checks on the hostel units & the bedrooms without having to give prior notice to the students.
- 5.7 Should there be no improvement, the bedroom / unit concern will be cleaned by the cleaning staff & the charges incurred will be billed to the students.
- 5.8 The hostel management reserves the right to move students to other hostel units if there is a necessity. Student are expected to pay for the costs involved in cleaning; repairing / repainting of their room if they are not maintained in the conditions they were in at the beginning of the check-in except for normal wear & tear.
- 5.9 For safety reason, residents are NOT allowed to used candles & other flammable materials in the rooms. Burning of joss sticks / incense on religious grounds is NOT allowed inside the rooms.

6.0 VISITOR / GUESTS

- 6.1 No parent or guardian of a student is permitted to stay in the hostel.
- 6.2 Visitors are not permitted in the hostel.
- 6.3 Any hostel student harbouring any unauthorised person(s) will be expelled from the hostel immediately.

7.0 SECURITY & SAFETY

- 7.1 Opening & closing hours set of the campus are: Monday to Friday – 8.00am to 10.00pm
- 7.2 It shall be the responsibility of the students to lock all doors at all times for the protection of their property & that of their roommates and for security reasons.
- 7.3 Entrance door & room door must always be closed and locked after entering / leaving the room.
- 7.4 The hostel management shall not under any circumstances be responsible for any damage, loss / theft of any property, money & other items belonging to the students.
- 7.5 Students are NOT permitted to change rooms or sleep anywhere other in their own room without the consent of the Hostel Management.
- 7.6 Any student, who finds his / her roommate(s) missing for more than 24 hours, must report to the hostel management immediately. This is to enable the hostel management to take immediate action if any untoward incident had taken place. Students' co-operation is very much appreciated.
- 7.7 Not allowed to be in the hostel during class hours (10.00 am to 3.00 pm). For student who is sick, they allowed going back hometown or they should go to take a rest in the college main building.

8.0 PETS

- 8.1 NO pets are allowed inside the hostel.

9.0 PARKING

- 9.1 Parking facility is NOT available
- 9.2 Students who park their motorcycles in the campus will do so at their own risk. The management will NOT be held responsible for any loss / damages incurred by the students.

10.0 MAINTANANCE & REPAIRS

- 10.1 Students are requested to fill up the Hostel Maintenance form in the Office in case repair works are needed.
- 10.2 If a maintenance staff has found that a student has deliberately damaged an item for fixture within the room then he / she will be charged accordingly.

11.0 EMERGENCY

11.1 In case of emergency outside office hours, please contact;

- a) The hostel Management Mr. C2 (012-4346832), or
- b) The hostel Management Mr. Tan (019-9416726or
- c) The hostel Management Mis.Gevita (0194008454)

12.0 REVISION OF RULES & REGULATIONS

12.1 The hostel management reserves the right to revise the Rules & Regulations from time to time and will keep the students informed of any changes in the forms of memorandum & notices on the notice boards.

12.2 A students residing at any of the hostel under the purview of SYNERGY COLLEGE is governed by the rules & regulations herein mentioned.

12.3 Students found breaking any hostel rules at any of the hostel(s) under the purview of synergy college liable to be EVICTED from hostel & can also be expelled from SYNERGY COLLEGE within 24 hours.

13.0 Warning Letter

13.1 Repeating mistakes 2nd times will be expelled from the hostel immediately.

13.2 The warning letter will be send to the parent.

Maintenance Report & Rules and Regulation Form

- 1) <http://www.hostelsynergy.weebly.com>