



RESIDENCE APPLICATION FORM

Please affix a
passport-size
photograph

Please fill in all sections in **BLOCK LETTERS**

APPLICANT'S DETAILS

Name			
NRIC/Passport No		Gender	
Date of Birth		Nationality	
Email Address		Religion	
Mobile Phone		House Phone	
Expected Check-In date		Intake Date	
Campus	<input type="checkbox"/> Sunway University/Sunway College <input type="checkbox"/> Sunway Le Cordon Bleu <input type="checkbox"/> Monash University Malaysia Campus	Programme	
Home Address			

PERSON TO CONTACT IN CASE OF EMERGENCY (PARENT/NEXT OF KIN)

Name			
Email Address		Relationship	
Mobile Phone		House Phone	
Home Address			

RENTAL RATES per person (Applicable From 1st of January 2017)

Please tick (✓) to indicate your preference	ROOM TYPE	DEPOSIT (MYR)	PROCESSING FEE (MYR)	RENTAL PER QUARTER {3 MONTHS} (MYR)	TOTAL INITIAL FEES (MYR)
SUN-U APARTMENT (NON AIR-CONDITIONED)					
<input type="checkbox"/>	FOUR SHARING (NEAR DOOR)	1000	300	1140	2440
<input type="checkbox"/>	FOUR SHARING (NEAR WINDOW)	1000	300	1350	2650
<input type="checkbox"/>	TWIN SHARING	1000	300	1680	2980
SUN-U RESIDENCE (AIR-CONDITIONED)					
<input type="checkbox"/>	TWIN SHARING	1500	300	2340	4140
Special Request (subject to availability)					

SUNWAY RESIDENCE MANAGEMENT

Address: No. 5, Jalan Universiti, Bandar Sunway, 47500 Subang Jaya, Selangor Darul Ehsan, Malaysia.
Tel No: +603 7450 5502

Email: residence@sunway.edu.my

MODE OF PAYMENT

Payment can be made by cash, crossed cheque and telegraphic transfer to the following bank account details:

PAYEE NAME	SUNWAY EDUCATION GROUP SDN BHD
BANK ADDRESS	Malayan Banking Berhad (Maybank) 30-32, Jalan PJS11/28A, Bandar Sunway, 46150 Petaling Jaya, Selangor, Malaysia
ACCOUNT NO	012 316 401 449
SWIFT CODE	MBBEMYKL
BENEFICIARY ID	146440K

Note: For Telegraphic Transfer or direct Bank-In, please email us the bank-in or transaction slip to residence@sunway.edu.my

TERMS & CONDITIONS

1. Application for Residence can only be made after a student has registered for a programme to study in Sunway University/Sunway College/ Sunway Le Cordon Bleu or Monash University Malaysia Campus.
2. Applicants are required to pay MYR500 Residence Application Fee (non-refundable) and submit along with the completed Residence Application Form to residence@sunway.edu.my at least 60 days before the expected check-in date. Payment of Residence Application Fee does not guarantee the applicant's preferred room type.
3. If check-in, the MYR500 Residence Application fee (non-refundable) will be taken towards payment of Processing Fee MYR300 and balance towards partial rental amounting MYR200.
4. The Residence Management reserves the right not to process any late bookings and/or incomplete application form and/or where the residence application fee is not attached or if the amount is incorrect.
5. Application for Residence is based on first come first serve basis and subject to availability of the rooms. If the room type applied for is not available, an alternative arrangement will be offered for consideration.
6. Room assignment is at the sole discretion of the Residence Management.
7. The Residence Management will accommodate special request(s) wherever possible subject to availability of rooms. However, the fulfilment of the special request(s) is/are not guaranteed. Each request is subject to charges.
8. Applicants will be notified by E-MAIL regarding the status of their application for Residence one month prior to the expected check-in date.
9. Upon receiving confirmation of the accommodation, applicants are required to pay balance of the total initial fees prior or upon check-in date. The tenancy is for period of minimum three (3) calendar months beginning from the month of check-in. Any request for cancellation will result in total forfeiture of all rentals paid.
10. Request to change check-in date must be made in writing to residence@sunway.edu.my at least fourteen (14) days prior to the expected check-in date.
11. Failure to check-in three (3) days after the expected check-in date will result in an immediate release of room without further notice. The Residence Application Fee is non-refundable.
12. Applicants are required to pay their rental in advance on a quarterly basis (1 quarter is equivalent to 3 months).
13. Based on check-in date, the following shall apply:-
 - a) Check-in from 1st to 14th of the month, full month rental will be charged.
 - b) Check-in from 15th to 31st of the month, half month rental will be charged.
14. The Residence Management reserves the right to vary the rental rates or any other rates and any of the terms and conditions stipulated herein or in the Residence Rules and Regulations as and when it deems fit.

DECLARATION

1. I understand and accept the Terms & Conditions of application as stated above.
2. I declare that all information given by me is complete, accurate and true. Any information given falsely or withheld will affect the decision of my application for the accommodation.
3. I agree to abide by all Residence Rules and Regulations set by the Residence Management.

Signature of Applicant		Date	
Name of Applicant			
Signature of Parent/Guardian (for applicant below 18 years old)		Date	
Name of Parent/Guardian			

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