

APPLICANT'S DETAILS					
Name (as in NRIC or Passport)					Please attach 1 recent photograph
NRIC/Passport No					
Date of Birth					
Contact No					
Gender	Male	<input type="checkbox"/>	Female	<input type="checkbox"/>	
Nationality					
Religion					
Email Address					
Permanent Home Address	Post Code		City		
	State		Country		
Have you previously stayed here?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	If Yes, when and for how long?

EMERGENCY CONTACT (PARENTS / NEXT OF KIN)					
Name (as in NRIC or Passport)					
NRIC/Passport No.			Contact No.		
Email Address					
Permanent Home Address (If Different from above)	Post Code		City		
	State		Country		
Relationship			Occupation		

ENROLMENT DETAILS							
Sunway University	<input type="checkbox"/>	Sunway College	<input type="checkbox"/>	Monash University	<input type="checkbox"/>	Le Cordon Bleu	<input type="checkbox"/>
Program Enrolled							
Program Intake Date			Proposed Check-In Date				

RENTAL RATES PER PERSON (MYR)					
Room Type	Deposit (MYR)	Processing Fee (MYR)	Rental Per Quarter (MYR)	Total 1 <sup>st</sup> Payment(MYR)	
<b>SUN-U APARTMENT (NON AIR-CONDITIONED)</b>					
Four Sharing (Near Door)	1,000	300	1,140	2,440	
Four Sharing (Near Window)	1,000	300	1,350	2,650	
Twin Sharing	1,000	300	1,680	2,980	
<b>SUN-U RESIDENCE (AIR-CONDITIONED)</b>					
Twin Sharing (Small Room)	1,500	300	2,100	3,900	
Twin Sharing	1,500	300	2,340	4,140	
<b>SUNWAY MONASH RESIDENCE (AIR-CONDITIONED)</b>					
Twin Sharing	1,500	300	2,340	4,140	
Single (Room 8) Closest to Washroom	1,500	300	2,940	4,740	
Single	1,500	300	3,450	5,250	
Single (Ensuite)	2,000	300	4,950	7,250	

SPECIAL REQUEST					

## PAYMENT DETAILS

Payment can be made via cash, crossed cheque, online transfer or telegraphic transfer to the following bank account details:

<b>Payee Name</b>	: SUNWAY EDUCATION GROUP SDN. BHD.	<b>Bank Account No.</b>	: 0123-1640-1449
<b>Bank Address</b>	: Malayan Banking Berhad (Maybank), 30-32, Jalan PJS11/28A, Bandar Sunway, 46150 Petaling Jaya, Selangor, Malaysia.	<b>Swift Code</b>	: MBBEMYKL
		<b>Beneficiary ID</b>	: 146440K

For direct bank-in or telegraphic transfer, please e-mail the proof of payment/TT transaction slip to: enquiry\_residence@sunway.edu.my

## SALIENT TERMS AND CONDITIONS OF APPLICATION

1. Application can only be made after the applicant has successfully enrolled in Sunway University, Sunway College, Monash University Malaysia or Le Cordon Bleu.
2. Applications are to be made at least 30 days prior to the proposed check-in date.
3. Applicants are required to pay a Non-Refundable residence application fee of MYR500 when submitting their Residence Application Form. The Management reserves the right not to process any late bookings and/or incomplete Residence Application Forms and/or where the residence application fee is not attached or if the amount is incorrect.
4. The Non-Refundable residence application fee of MYR500, if the applicant check-in will be taken towards payment of the Processing Fee MYR300 and the balance towards partial rental of MYR200.
5. Applicants are required to complete the full payment of the Residence Deposit and Rental as listed on the Residence Application Form/Confirmation Letter at least one (1) week prior to arrival before he/she will be permitted to occupy a room. For applicants whose payments are not finalized upon their check-in, they will be placed in the Guest Rooms at MYR75.00 per night until payment is complete and verified.
6. All applications are processed on a first-come, first-served basis. In the event that the applicant's preferred room type is unavailable, they will be offered the next best alternative.
7. Requests to change room or residence upon the check-in day will not be entertained. Applicants may apply for a room or residence transfer by filling out a Transfer Form (subject to availability). All transfer requests may require at least 30 days to be put into effect, and a transfer fee will be incurred upon successful transfers.
8. The Management will try to accommodate special requests wherever possible subject to the availability of rooms. However, the fulfilment of such requests are not guaranteed (MYR100 per request, if fulfilled).
9. Any request to change the check-in date must be made in writing (by e-mail to: enquiry\_residence@sunway.edu.my) at least fourteen (14) days prior to the new proposed check-in date. Failure to check-in after the Proposed Check-in Date will result in forfeiture of the Non-Refundable residence application fee made and immediate release of room without further notice.
10. Based on the check-in date, the following shall apply:
  - From 1st to 14th of the month: Full month rental
  - From 15th to 31st of the month: Half month rental
11. The minimum tenancy is for a period of three (3) calendar months beginning from the month of check-in. Requests for cancellation or premature termination of the tenancy after check-in will result in total forfeiture of all rentals paid.
12. Residents can terminate the tenancy after a minimum stay of three (3) calendar months, by giving at least one (1) calendar months' written notice. Failure to provide one (1) calendar months' advance notice will result in the forfeiture of one (1) months' rental.
13. Residents are required to pay their rental in advance on a quarterly basis, which is three (3) months. The quarters mentioned are Jan-Mar, Apr-Jun, Jul-Sep, Oct-Dec. All rentals are adjusted to the above quarters from the second quarter stay.
14. Applicants are to update the Management immediately upon any change(s) to their personal and/or parents'/guardians' details.
15. The Management reserves the right to change/amend any of the conditions stated where deemed necessary.

## DECLARATION

1. I understand and accept the salient Terms & Conditions of Application stated above.
2. I declare that the particulars in this application are true to the best of my knowledge, and I have not willfully suppressed any material fact. Any misrepresentation or omission of information will render me ineligible for student accommodation.
3. I undertake to abide by the Residence Rules & Regulations or risk the penalties stipulated therein.

Signature of Applicant

Date

Name and Signature of Parent/Guardian  
(For applicants below 18 years of age)

Date

### SUNWAY EDUCATION GROUP RESIDENCE

Address: Persiaran Tasik Barat, Sunway South Quay, Bandar Sunway, 47500 Subang Jaya, Selangor Darul Ehsan  
Tel: 603-7652 5500 Email Address: enquiry\_residence@sunway.edu.my Website: residence.sunway.edu.my