

APPLICANT DETAILS				
Name (as in NRIC or Passport)				Please attach 1 recent photograph
NRIC/Passport No				
Date of Birth (DD/MM/YY)				
Contact Number				
Gender	Male ( )	Female ( )		
Nationality				
Religion				
Email Address	(1)			
	(2)			
Permanent Home Address	Post Code		City	
	State		Country	
*Agent Information	Name		Email	

\*If Applicable

EMERGENCY CONTACT (PARENTS / NEXT OF KIN)				
Name (as in NRIC / Passport)				
NRIC/Passport Number		Contact Number		
Email Address				
Permanent Home Address (If Different from above)	Post Code		City	
	State		Country	
Relationship		Occupation		

COURSE ENROLMENT DETAILS				
Sunway University ( )	Sunway College ( )	Monash University ( )	Le Cordon Bleu ( )	
Program Enrolled				
Program Intake Date		Proposed Check-In Date (Compulsory)		

ROOM SELECTION AND RENTAL RATES PER PERSON					
<i>*Kindly indicate minimum two (2) choices by priority (i.e. 1, 2, etc.)</i>					
Room Type	Deposit (MYR)	Processing Fee (MYR)	Monthly & Quarterly Rental (MYR)	Total 1 <sup>st</sup> Payment (MYR)	
<b>SUN-U APARTMENT (Non-Air-conditioned)</b>					
Four Sharing (Near Door)	1,000	300	380 (1,140/qtr)	2,440	
Four Sharing (Near Window)	1,000	300	450 (1,350/qtr)	2,650	
Twin Sharing	1,000	300	560 (1,680/qtr)	2,980	
<b>SUN-U RESIDENCE (Air-conditioned)</b>					
Twin Sharing (Small Room)	1,500	300	700 (2,100/qtr)	3,900	
Twin Sharing	1,500	300	780 (2,340/qtr)	4,140	
<b>SUNWAY MONASH RESIDENCE (Air-conditioned)</b>					
Twin Sharing	1,500	300	780 (2,340/qtr)	4,140	
Single (Room 8)	1,500	300	980 (2,940/qtr)	4,740	
Single	1,500	300	1,150 (3,450/qtr)	5,250	
Single (Ensuite)	2,000	300	1,650 (4,950/qtr)	7,250	

**SALIENT TERMS AND CONDITIONS**

**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. 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.
4. The Management will try to accommodate special requests wherever possible subject to the availability of rooms. However, the fulfilment of such requests is not guaranteed (MYR100 per request, if fulfilled).

**FEES**

1. 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.
2. The Non-Refundable residence application fee of MYR500, if the applicant check-in will be taken towards payment of the Processing Fee of MYR300 and the balance towards partial rental of MYR200.
3. 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 from MYR75.00 per night until payment is complete and verified.

**CHECK-IN**

1. 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: Additional half month rental
2. The minimum tenancy contract is for a period of three (3) calendar months beginning from the month of check-in. The deposit is refundable if the applicant fulfills the contract period of three (3) months and submit contract termination form to Residence Management Office at least one (1) month before the contract expiry date.
3. Requests for cancellation or premature termination of the tenancy within the contract period will result in total forfeiture of deposit and all rentals paid.
4. The contract will be automatically renewed for another three (3) months should the applicant did not submit the contract termination form at least one (1) month before the contract expiry date, and one-month rental penalty will be charged if the resident failed to give 1 month notice to terminate the tenancy contract.
5. 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.
6. 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.

**OTHERS**

1. Applicants are to update the Management immediately upon any change(s) to their personal and/or parents'/guardians' details.
2. The Management reserves the right to change/amend any of the conditions.

**PAYMENT DETAILS**

Payment can be made via 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](mailto:enquiry_residence@sunway.edu.my)

**PROMOTIONS**

Kindly indicate the name of promotion(s) that you wish to enjoy: -

Approved by (For office use only): -

**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