Nilai UNIVERSITY

ACCOMMODATION APPLICATION FORM

Passport Size Photo

Programme Applied: _____

Intake: | | | | | |
(E.g - May 2019)

A. Student's Details

Name as in IC / Passport: _(please underline surname)_

Nationality: _____   Gender: ☐ Male ☐ Female   Age: | | |

IC / Passport No: _____   Religion: _____

Date of Birth: | | - | | - | | |
dd   mm   yyyy

Mobile: _____

E-Mail: _____

(For emergency contact purposes)

Parent/Guardian Name: _____

Address: _____

Tel (H): _____   Tel (O): _____

Mobile: _____

B. Accommodation - Choice of Room

Please indicate your choice of room. Rental rate is charged by semester basis

Accommodation	Halls of Residence			Apartment			
Room Type	Single (Fan) A	Single (Fan) B	Twin (Fan)	Single (Fan)	Twin (Fan)	Single (Air-Con)	Twin (Air-Con)
Room Size	4.7m x 2.3m	4.7m x 3.6m	4.7m x 3.6m	4.3m x 3.0m	4.3m x 3.0m	4.3m x 3.0m	4.3m x 3.0m
1st Choice							
2nd Choice							
3rd Choice							

Remarks: _____

_____

_____

_____

C. Please take note that:

1. In order to book or secure a room, a booking fee of RM150.00 (non-refundable) is required. The booking fee will be utilised to offset part of the rental upon check in at the accommodation office. Alternatively, if you wish to confirm your choice of room, payment of rental for one semester plus the refundable deposit is required.

2. Full refund of rental paid less an administration fee of RM150.00 will only be refunded to student provided the accommodation office is informed in writing before 5.00pm on the first day of registration. The deposit will be refunded after deductions have been made (if any).

3. Application for choice of room is subject to availability.

4. Student must check in by the 3rd day of the registration week or rooms will be released.

5. All rooms are let out by semester and on a first-come-first serve basis and inclusive of water & electricity bill.

6. Students must vacate their rooms completely during semester break. Extended stay during semester break is available. Please enquire at the accommodation office for rental rate.

7. Rental is subject to change.

D. Declaration

I declare that all information submitted on this application form is correct and complete. I understand that the university reserves the right to vary or reverse any decision regarding application made on the basis of incorrect or incomplete information.

_____   _____
Signature of Applicant   **Date**

E. For Office Use Only

Counselled by

Name:

Signature:

Date:

Application received by	
Name:	Cash / Cheque No: | | | | | | | | | | | | | |
Signature:	Receipt No: | | | | | | | | | | | | | |
Date:	Amount Received: RM | | | | | | | | | |

Application processed by	**Room No:**
Name:	
Signature:	
Date:	

Please submit the completed accommodation form
NILAI UNIVERSITY
Accommodation office

No. 1, Persiaran Universiti, Putra Nilai, 71800 Nilai, Negeri Sembilan Darul Khusus, Malaysia
Tel: +60 6 850 2338   Fax: +60 6 850 1266   E-mail: nc_ao@nilai.edu.my
Website: www.nilai.edu.my