

# SUNWAY EDUCATION GROUP RESIDENCES

## RESIDENCE APPLICATION FORM

Please attach 1 recent photograph

Note: Please write in BLOCK LETTERS only.

### Applicant's Details

Name (as in NRIC or Passport)					
NRIC/Passport No		Gender		Male	Female
Date of Birth		Nationality			
Contact No		Religion			
Email Address					
Permanent Home Address					
Post Code		City			
State		Country			
Have you previously stayed here?					
Yes		No		If Yes, when and for how long?	

### Emergency Contact (Parent/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		Sunway College		Monash University Malaysia		Le Cordon Bleu	
Programme Enrolled							
Programme Intake Date		Proposed Check-In Date					

### Rental Rates Per Person (subject to availability)

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)	1000	300	1140	2440
FOUR SHARING (NEAR WINDOW)	1000	300	1350	2650
TWIN-SHARING	1000	300	1680	2980
<b>SUN-U RESIDENCE (AIR-CONDITIONED)</b>				
TWIN-SHARING (SMALL ROOM)	1500	300	2100	3900
TWIN-SHARING	1500	300	2340	4140
<b>SUNWAY MONASH RESIDENCE (AIR-CONDITIONED)</b>				
TWIN-SHARING	1500	300	2340	4140
SINGLE (INNER VIEW)	1500	300	2940	4740
SINGLE	1500	300	3450	5250
SINGLE (ENSUITE)	2000	300	4950	7250

Special Requests (Subject to Availability)

## Payment Details

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

Payee Name	: SUNWAY EDUCATION GROUP SDN. BHD.	Bank Account No.	: 0123-1640-1449
Bank Address	: Malayan Banking Berhad (Maybank), 30-32, Jalan PJS11/28A, Bandar Sunway, 46150 Petaling Jaya, Selangor, Malaysia.	Swift Code	: MBBEMYKL
		Beneficiary ID	: 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 & 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. All unpaid rental payments are to be made prior to/on the applicant's check-in day at the Residence. For applicants whose payments are not finalized upon their check-in, they will be placed in the Guest Rooms at MYR79.50 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 *Room Transfer Form* (**subject to availability**) or a *Residence 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 1<sup>st</sup> to 14<sup>th</sup> of the month - full month rental
  - From 15<sup>th</sup> to 31<sup>st</sup> 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 MONASH RESIDENCE

Address: Persiaran Tasik Barat, Sunway South Quay, Bandar Sunway, 47500 Subang Jaya, Selangor Darul Ehsan.

Tel No.: 603-7450 5500

Fax No.: 603-5612 3050

Email Address: enquiry\_residence@sunway.edu.my