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PART OF THE UNIVERSITY
OF WOLLONGONG AUSTRALIA
GLOBAL NETWORK

UOW Malaysia KDU

Student Accommodation Handbook

(Updated as of 4th January 2021)

DISCLAIMER

UOW Malaysia KDU strives to ensure the accuracy and reliability of the information contained in our handbook and web pages as of the date of publication. While every effort is made to verify the accuracy of information, UOW Malaysia KDU reserves the right to revise, amend, or change items set forth in this handbook from time to time.

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PREAMBLE

The Rules may be cited as Rule 20, 2014.

In these Rules, unless the context otherwise requires:

- The masculine pronoun includes the feminine and vice versa; the singular pronoun includes the plural and vice versa.
- **“Resident”** or **“Residents”** is used to refer to every student staying in the residences under the purview of UOW Malaysia KDU.
- **“Residence”** refers to any of the accommodation provided by UOW Malaysia KDU for the lodging of students.
- **“UOWMKDU”** refers to the UOW Malaysia KDU the resident is enrolled at.
- **“Authorised person”** refers to any person duly sanctioned by UOW Malaysia KDU, UOW Malaysia KDU Student Accommodation Office to act on behalf of the residence.
- **“Disciplinary authority”** refers to the UOW Malaysia KDU Student Accommodation Manager or where applicable, any person or board delegated by the UOW Malaysia KDU Student Accommodation Manager with disciplinary functions, power or duties.
- **“Offence”** refers to transgression of a particular condition contained in Rule 20.
- **“Drug”** refers to any of the drugs or substances which are listed in the First Schedule to the Dangerous Drugs Ordinance, 1952 (Act 234).

This handbook is designed to help accommodation residents to understand UOW Malaysia KDU Student Accommodation policies and procedures governing their tenancy.

MISSION

To provide a secure, welcoming atmosphere that encourages, supports the academic and personal success of its residential students.

VISION

To create an environment that students will actively interact within the residence community and enhance students' capacity and aspirations for personal growth.

BEHAVIOUR AND DISCIPLINE

1. Resident(s) are expected to behave in a manner consistent with the good reputation of the UOW Malaysia KDU, refraining from any behaviour which could endanger human life or health, or cause damage to property, disturb order and peace in the Residence, or curtail the rights and liberties of the other residents while within the Residence.
2. The UOW Malaysia KDU Student Accommodation Officer reserves the right to evict Resident(s) with immediate effect should there be reasonable grounds to support suspicious that a Resident(s) is guilty of an offence that merits eviction. UOW Malaysia KDU may take further action by discontinuing the Resident(s) enrolment in his respective academic programme with immediate effect.
3. Fighting or any kind of physical violence is strictly prohibited within the Residence. Any fighting or violence will lead to the expulsion of the Resident(s) from their Residence, security deposit and rental forfeited, and further disciplinary action may be taken.
4. Vandalism involving functional/cosmetic damage to property belonging to the Residence is strictly prohibited. The cost of making good/replacement of any item vandalised/damaged will be charged accordingly to the Resident(s) responsible.
5. Viewing, possession and/ or dissemination of pornographic materials (hard/soft copies) in the Residence are strictly prohibited. Viewing, possession and or dissemination of pornographic materials will lead to the expulsion of the Resident(s) from their Residence, security deposit and rental forfeited, and further disciplinary action may be taken.
6. Weapons, firearms, drugs and any items considered dangerous are not allowed in the Residence. If found possessing and consuming any form of drugs will lead to the expulsion of the Resident(s) from their accommodation, security deposit and rental forfeited, and a police report will be made.
7. Harassment, defined as offensive behaviour (of sexual, racial, religious, social nature) in verbal, non-verbal, visual, psychological, physical and cyber/virtual form is strongly prohibited. Examples would include (but is not limited to) bullying, intimidation/abusive behaviour aimed at causing humiliation, discrimination motivated by racial, religious, gender prejudice, stalking, invasion of privacy, utilising social pressure to cause offence. Any form of harassment

found will lead to the expulsion of the Resident from their accommodation, security deposit and rental forfeited, and police report may be made.

8. Smoking (of cigarettes, cigars, pipes and all other substitutes e.g. shisha, e-cigarettes) or the possession and the display of any related paraphernalia is not allowed in the Residence except in an area specifically designated and accordingly indicated. Any smoking and/or its related paraphernalia will be confiscated and a fine of **RM100.00** will be levied for each offense and further disciplinary action may be taken.
9. Possession/consumption and/or the display of any alcoholic product in the Residence are not allowed. A fine of **RM100.00** will be implied each time and further disciplinary action may be taken. A Resident(s) must not be in a state of intoxication when he or she returns to the Residence.
10. Possession and/or consumption of any form of drugs in the accommodation is strictly prohibited in accordance with the First Schedule to the Dangerous Drugs Ordinance, 1952 (Act 234). If found possessing and/or consuming any form of drugs will lead to the expulsion of the Resident(s) from their accommodation and from the institution, the forfeiture of the security deposit and rent paid and a police report will be made.
11. The UOW Malaysia KDU Students Accommodation is designated as a "Halal area." Non-halal food/items are prohibited. Such items found will be confiscated and disposed of by the UOW Malaysia KDU Student Accommodation Officer(s) with no compensation to the Resident(s) involved. A fine of **RM100.00** will be implied each time and further disciplinary action may be taken.
12. Resident(s) found to have committed theft will face disciplinary action and be expelled from their accommodation, the forfeiture of the security deposit and rent paid as well as a police report will be made.
13. Parties or other social gatherings in the Residence are not permitted without the prior consent of the UOW Malaysia KDU Student Accommodation Officer. However, Resident(s) are required to write in to obtain permission.
14. Resident(s) bringing in a visitor(s) of the opposite sex into their room will lead to their eviction from the accommodation and the forfeiture of the security deposit.

15. It is the responsibility of the Resident(s) to ensure that his parents and room/unit mates are aware of his whereabouts. This is imperative to ensure that the Resident(s) is contactable in case of emergencies.
16. Resident(s) must use the authorised entrances and exits. Offending Resident(s) are fully responsible for any injuries that may result from this transgression.
17. Resident(s) using any facilities must abide strictly by the Rules & Regulations governing the use of such facilities. The UOW Malaysia KDU Student Accommodation Officer will not be liable for any injuries or loss resulting from any transgression of this rule.
18. Resident(s) are not to initiate, contribute to or allow, to continue, any action which produces noise which disturbs other residents whether it is at the origin of the noise but also that which is heard outside the confines of a Resident(s) own bedroom, which may be deemed excessive.
19. Ball games, roller blading/skating and other gym equipment deemed inappropriate by the UOW Malaysia KDU Student Accommodation Officer are banned in the Residence except at the designated area. Any banned equipment found can and may be confiscated.
20. Resident(s) are not allowed to sit on the balcony rails or to throw/dispose items off the balcony/window. For safety reasons, Residents are not allowed to use the balcony for any recreational activities.
21. Resident(s) in a twin sharing room should only utilise furniture and amenities solely assigned for their own use. If the resident is found to utilise furniture and amenities not assigned, disciplinary action will be taken, and the resident will be penalised/charged for occupying property.
22. No religious altar or prayer paraphernalia are allowed to be placed/set up in any part of the room or unit.
23. Littering and spitting in the public area of the residence are prohibited.
24. Resident(s) are not allowed to bring any other fittings, furniture's or electrical items which otherwise mentioned in Rule No. 17 page 23.
25. Resident(s) are not to perform any indecent behaviour within the Residence.

26. Resident(s) are expected to pay for the costs involved in cleaning, repairing or repainting of their room if they are not maintained in the conditions they were in at the beginning of check in. No nails, screws, posters and pictures are allowed on the wall, furniture and doors.

RENTAL

1. Assignment of rooms shall be at sole discretion of the UOW Malaysia KDU Student Accommodation Officer.
2. Once assigned a room, any request for a change of room can only be made by filling in the Change Room Form available at the UOW Malaysia KDU Student Accommodation Office and accompanied with a processing fee of RM100.00 payable at Admission & Bursary. All such requests are subject to room availability and approval.
3. Residents are required to pay their rental on two (2) months basis and/or continue to cover a minimum equivalent of two (2) calendar months rental.
4. The rental cycle, e.g. Jan, March, May, July, September, and November must be paid by the **First Week** of each cycle. **Failure to comply will result in barring from entering the residence and examinations.**
5. Resident(s) who failed to settle the full payment by end of the cycle, the management has the right to evacuate the resident(s) from student accommodation with One (1) week prior notice.
6. The rental is inclusive of water and electricity charges for UOW Malaysia KDU Student Accommodation, Glenmarie Campus.
7. The UOW Malaysia KDU Student Accommodation Office reserves the right to revise the current rates from time to time by giving one (1) month advance notice.
8. The security rental deposit for all residence are two (2) months.

RESIDENCE TENANCY

1. The minimum tenancy is for a period of four (4) calendar months beginning from the month of check-in. Any request for cancellation or premature termination of the tenancy after check-in will result in the forfeiture of all rent paid and deposit.
2. Resident(s) can terminate the tenancy, by giving two (2) months' notice after completing the minimum stay of four (4) calendar months. **The penalty of failure to give two month's advance notice will result in forfeiture of the deposit.**
3. In the event of unavailability of rooms, UOW Malaysia KDU Student Accommodation may terminate the tenancy by giving one (1) month notice in advance.
4. All UOW Malaysia KDU students are eligible to stay in UOW Malaysia Student Accommodation and priority shall be given to newly enrolled students. The length of this tenancy shall be for a maximum of three (3) semesters (Year 1) only. Rental will have to be pro-rated in the first month (check-in) and the last month (check-out).
5. The UOW Malaysia KDU Student Accommodation Officer can terminate this tenancy at any time, if:
 - a. The Resident fails to pay any sums due to UOW Malaysia KDU on the first day of the date due;
 - b. The Resident fails to comply with the Residence Rule 20 and/or any other term(s) of this tenancy.
6. Resident(s) to clear all outstanding fees before tendering notice of termination to vacate the residency.
7. Rental deposit should not be used to offset for outstanding rental or any other fees.
8. Tenancy at the Residence will be terminated automatically if the Resident is no longer a full-time student of the UOW Malaysia KDU.

SCHOLARSHIP

1. Accommodation Scholarships;

- Only applicable to Single room. 4 months or 6 months free stay (on scholarship).
- Students need to pay for rental deposit of 2 months plus RM300 processing fee.
- Notice of termination will be 2 months and only applicable after they complete their 4 months or 6 months scholarship stay.

2. Check out after Accommodation Scholarship Period

- Students who opt to check out after the scholarship period (4 months or 6 months) is over, they will need serve 2 months' notice and also continue paying for the 2 months while they are serving their termination notice.
- Rental deposit will not be offset for rental fees as we will do refund when they checkout (within 30 working days).

3. Continue staying with us/change of room

- Student who decided to stay on without changing room, may remain in the same room and we will just continue billing the student as per their room rate.
- Student who decided to stay on but request to change room, there will be a RM100 processing fees for change of room.
- Upon student downgrade the room we will issue credit note and rebilled them with downgraded room rental.

CHECK-IN

1. Resident(s) Check-in are as follows:
 - a. Monday to Friday, 10:00am to 5:00pm
 - b. Saturday, 10:00am to 4:00pm
 - c. Sunday, upon request during registration

2. If a student wishes to check in on a day or time other than those specified above, a formal written notice must be submitted to the UOW Malaysia KDU Student Accommodation Officer seven (7) working days before the expected arrival to facilitate the necessary arrangements. There is no obligation on the UOW Malaysia KDU Student Accommodation Officer to entertain those who arrive without notice on days or times not specified.

3. Students are strongly advised not to arrive at their designated residences **before** the specified check-in date as the UOW Malaysia KDU Student Accommodation Officer cannot guarantee the availability of accommodation.

4. Students must bring their own bed fittings. Such as, pillow, bed covers and blanket.

CHECK-OUT

1. Resident(s) are required to remove all belongings and vacate the accommodation latest by 5.00pm, on the specified check out date.
2. The above ruling is exceptional for international/local Resident(s) who are flying out late night with valid flight ticket.
3. No temporary storage is provided. As such, all Resident(s) are to remove their belongings upon check out.
4. No deferment of check out date will be entertained.
5. The keys, air-conditioner reload card and access card must be returned to the UOW Malaysia KDU Student Accommodation Officer on the check-out date.
6. All wardrobe/study table keys are to be intact in the room.
7. Resident(s) to bear any damages to the wall, fitting and furniture.
8. Resident(s) are not allowed to remove/relocate any belongings/luggage during the night prior to check out.
9. Resident(s) are required to tidy up the room before check-out. Any room found otherwise will face a penalty of RM50.00.

ROOM KEYS

1. Three types of keys will be given to Resident(s) upon check-in.
UOW Malaysia KDU Student Accommodation, Glenmarie Campus
 - a. Room Door One (1) key
 - b. Main Door One (1) key

2. Resident(s) are expected to be solely responsible for the keys and are not allowed to lend/borrow the keys to/from anybody under any circumstances. Resident(s) are also not allowed to make any duplicates of the keys. The misuse of Residence keys will lead to disciplinary action.

3. Should there be any damage/loss of keys, Resident(s) should immediately report to UOW Malaysia KDU Student Accommodation Office. The penalty charges for the replacement of loss of keys is RM50.00.

4. RM10.00 penalty will be imposed on Resident(s) who borrow a spare from the UOW Malaysia KDU Student Accommodation Office. The borrowed key must be returned to the UOW Malaysia KDU Student Accommodation Office within 30 minutes and failure to do so will lead to an extra penalty of RM50.00.

STUDENT IDENTIFICATION CARD

1. Resident(s) need to activate their Student ID to access to the respective Residence.
2. The Student ID is non-transferable and is always to be carried by the resident(s). Resident(s) must be able to present the Student ID when prompted by UOW Malaysia KDU Student Accommodation Officer or Security Personnel.
3. The activation for access is valid only for the duration of stay at the Residence and must be deactivated before the Resident(s) leaves the Residence upon the termination of his/her tenancy.
4. Resident(s) are prohibited to lend/borrow their activated Student ID to/from anyone under whatever circumstances. Any misuse of the access can and may lead to disciplinary action.

REFUND

1. Resident(s) will need to complete the "Request for Refund Form" during check out from their Residence after having given two (2) months Termination Notice. The form can be obtained from the UOW Malaysia KDU Student Accommodation Office.
2. The UOW Malaysia KDU Student Accommodation Officer will inspect the resident(s) room and confirm of no damages had occurred before processing the refund.
3. Resident(s) need to clear all the outstanding fees for UOW Malaysia KDU Student Accommodation before check-out.
4. Any other monies due will only be refunded upon settling all or any outstanding fees.
5. Resident(s) who check out from Residences without clearing their outstanding fees, the fees due will be deducted from the rental deposit.
6. Resident(s) who use third party account to receive their rental deposit need to fill additional forms:
 - a. Authorisation Form.
 - b. Resident(s) photocopy of NRIC /passport.
 - c. Third party's photocopy of NRIC/passport.
7. Pre-refund of deposit is **strictly not allowed**.
8. Refund of all deposits will take approximately four (4) working weeks to be processed from the date the Refund form is issued. The mode of collection of refund shall be as indicated in the "Request for Refund Form".

UPKEEP OF THE RESIDENCE

1. Resident(s) are responsible for keeping their rooms and the common areas in the Residence, such as the living area, kitchen and bathrooms to be always cleaned and tidy.
2. Street shoes are not allowed to be worn into the Resident(s) unit and must be arranged neatly on the shoe racks provided.
3. All air-conditioners, fans, lights and electrical appliances must be switched off when the Resident(s) is not in the room/respective area.
4. All furniture and fittings provided must not be moved without the consent of the UOW Malaysia KDU Student Accommodation Officer as they are meant to be placed at the prespecified locations. Any damages occurred by moving and making good back will be solely borne by the resident(s)
5. Resident(s) must cover their mattresses with bed-sheets at all times. A **penalty** can be imposed for failure to comply or if the mattress is soiled/damaged.
6. The UOW Malaysia KDU Student Accommodation Officer reserves the right to conduct spot checks on the Residence units and the bedrooms without having to give prior notice to the residents. Residents whose standard of housekeeping is not acceptable will be asked to rectify the situation. Should there be no improvement, the bedroom or unit concerned will be cleaned by the cleaning staff and the charges incurred will be billed to the resident. Housekeeping standard is solely based on the view of the UOW Malaysia KDU Student Accommodation Officer whose decision will be final and not subjected to debate.
7. Resident(s) are strictly not allowed to store their personal belongings in the common area. Chairs or other furniture, and decorative items are strictly prohibited at the common area. All items stored or found in the common area will be confiscated.
8. Resident(s) are responsible for the cleanliness.
9. Clothes and garments must be put out to dry in the designated areas.
10. All Residents(s) are responsible for maintaining the cleanliness of the UOW Malaysia KDU Student Accommodation building and grounds and should ensure that their waste is disposed of correctly.

11. Vandalism of UOW Malaysia KDU Student Accommodation in any form shall not be tolerated and any Resident(s) found doing so may face disciplinary action taken against the Resident(s), and a penalty will be imposed as attached template.

Bed Frame	RM500/ pcs
Mattress	RM450/ pcs
Wardrobe	RM800/ pcs
Study Table	RM450/ pcs
Study Chair	RM150/ pcs
Curtain	RM200/ panel
Bookshelf (Big)	RM250/ pcs
Bookshelf (3 tier)	RM150/ pcs
Dining Table	RM700/ pcs
Dining Chair	RM200/ pcs
Dustbin (Room)	RM5/pcs
Dustbin (Kitchen)	RM50/ pcs
Window Glass (Pantry)	RM80/ pcs
Window Glass (Room)	RM100/ pcs
Kitchen Cabinet	RM2,500/ set
Coffee Table	RM275/ pcs
Shoe Rack	RM250/pc
Ceiling Fan (without remote control)	RM180/ pcs
Refrigerator	RM1,600/ pcs
Induction Cooker & Pot	RM250/ pcs
Yoke Water Dispenser	RM1,800/ pcs
Stainless Steel Dustbin	RM130/ pcs
Stainless Steel Shower Rack	RM85/ pcs
Toilet Seat Cover	RM70/ pcs
Bidet	RM45/ pcs
Mirror (3ft x 1ft)	RM90/ pcs

Mirror (1ft x 1ft)	RM60/ pcs
Bathroom Sink	RM110/ pcs
Front/ Main Door (fire)	RM500/ pcs
Room Door	RM300/ pcs
Door Lock Set	RM90/ set

VISITORS/GUEST

1. Visitors/Guests and non-residents can visit the Resident(s) during visiting hours at UOW Malaysia KDU Student Accommodation Lobby as follows:
 - a. Weekdays: 10:00 a.m. to 7:00 p.m.
 - b. Weekends & Public Holidays: 11:00 p.m. to 7:00 p.m.
2. All Visitors/Guests including non-residents, of the respective Resident(s) must register at the Security point and provide all details and documents as requested by Security before entering the Residence Lobby.
3. Visitors/Guests and non-residents are not allowed to enter the Residence without prior concern from UOW Malaysia KDU Student Accommodation Officer.
4. It is the duty of the Resident(s) to inform his visitor(s) of the visiting hours and to advise him/her/them to leave by 7:00pm. Resident(s) found in the company of their visitor(s), in any part of the Residence without the prior consent of the UOW Malaysia KDU Student Accommodation Officer, liable for disciplinary actions.
5. Visitors/Guests and non-residents are strictly not allowed in the Residence Rooms. Residents who allow visitors/guests or non-residents in the unit at any time for whatsoever reason will be liable for disciplinary actions and may be evicted.

SECURITY AND SAFETY

1. Resident(s) are always required to carry their Student ID in the compound of the Residence and when visiting other Resident(s) in their Residence units. They must produce the Student ID when requested by Security or UOW Malaysia KDU Student Accommodation Officer on duty.
2. It shall always be the responsibility of the Resident(s) to lock all doors for the protection of their property and that of their roommates/housemates as well as for security reasons. Both the entrance and room door must always be closed and locked after entering or leaving the unit.
3. Resident(s) are solely responsible for the safety of their own valuables. The bedroom door, wardrobe and drawers of the study table must be locked when the Resident(s) are not in the room.
4. The UOW Malaysia KDU Student Accommodation Department shall not, under any circumstances, be responsible for any damage, loss or theft of any property, money and other items belonging to the residents and/or their visitors and any personal injuries suffered by the Resident(s) or their visitors/guests howsoever caused.
5. Residents are not permitted to change rooms or sleep anywhere other than in their own bedroom without the consent of the UOW Malaysia KDU Student Accommodation Officer. Residents found violating the rule will be liable for disciplinary action.
6. Any Resident(s), who finds his roommate(s)/housemate(s) missing for more than 48 hours, must report it to the UOW Malaysia KDU Student Accommodation Officer immediately. This is to enable the UOW Malaysia KDU Student Accommodation Officer to take immediate action in accordance with the situation.
7. Resident(s) are not allowed to leave the Residence grounds during curfew hours between 12:00 a.m. to 6:00 a.m. without prior approval from the UOW Malaysia KDU Student Accommodation Officer on duty. The UOW Malaysia KDU Student Accommodation Officer reserves the right to accede or deny any such request without having to provide any reasons.
8. Resident(s) going for academic semester holidays, need to register in log book provided at lobby area before leaving.

9. For safety reasons, any act which may constitute a fire hazard such as the burning of joss-sticks, incense, candles, mosquito coils, fireworks, fire-crackers, sparklers, etc. or any highly flammable material in the Residence for whatever purpose, be it social or religious, is strictly prohibited.

CURFEW HOURS

1. Resident(s) should return to the Residence by or before 12.00 a.m.
2. Should a Residence stay out or return later than 12.00 a.m., they are required to provide explanation for breaching the curfew.
3. Resident(s) who return after the stipulated time for whatever reasons will have their Student ID taken away for recording purposes.
4. A Resident(s) who has an early hour flight to catch must apply in advance for special permission to leave the Residence grounds. The Resident(s) must produce the flight ticket as proof.
5. Any Resident(s) who violating this rule, UOW Malaysia KDU Student Accommodation Department will not be responsible for any unintended circumstances.

USAGE OF RESIDENCE FACILITIES

1. The UOW Malaysia KDU Student Accommodation Department will not be liable for any personal injuries suffered by the Resident(s) resulting from the usage of any of the facilities provided.
2. Facilities provided for the use of Resident(s) are ancillary services in addition to the accommodation provided. It is the prerogative of the UOW Malaysia KDU Student Accommodation Department to discontinue/disrupt or modify these facilities and to vary the terms and conditions for its usage and will not be responsible over the disruption/termination and variation of any of these services nor be obliged to provide any reason whatsoever.
3. Resident(s) must register at the UOW Malaysia KDU Student Accommodation Office in order to obtain permission to utilise the facilities of the Residence.
4. A Resident(s) may not be allowed to use facilities other than those provided for at the Residence he/she resides in.
5. Any damages/breakage on purpose by Resident(s), the charges of making good will borne by the respective Resident(s).
6. Resident(s) are not to perform any indecent/illicit behaviour within the Residence.
7. Surau/Prayer room is mend for praying purposes only. Resident(s) are not allowed misuse the facility.

LAUNDRY FACILITIES

1. Coin-operated washing machines, dryers and provision for drying available at UOW Malaysia KDU Student Accommodations, Utropolis, Glenmarie
 - a. Washing RM6.00 to RM8.00.
 - b. Drying RM5.00 for 25 minutes.
2. Resident(s), are not allowed to re-calibrate the pre-setting washing machines which will leads to in-complete of washing/drying.
3. Items of clothing should not be left unattended, and UOW Malaysia KDU Student Accommodation will not accept any responsibility for loss of personal laundry.
4. The laundry facilities are out sourced, and any faults should be reported to the UOW Malaysia KDU Student Accommodation Officer immediately for rectification works.
5. All wet laundry to hang in clothes hanger or stainless-steel hanger provided.
6. Wet laundry must not be draped across accommodation furniture or banisters to dry.

PETS

1. Pets are not allowed in the Residence. Pets found will be removed from the Residence and disposed in any manner deemed fit by the UOW Malaysia KDU Student Accommodation Department. The UOW Malaysia KDU Student Accommodation Officer will not be held liable for any eventualities arising from such removal/disposal. A minimum penalty of RM100 will be imposed.

INFORMATION TECHNOLOGY FACILITIES

1. The usage of the Residence(s) computer network and services is a value-added service to resident(s).
2. Resident(s) are to inform the UOW Malaysia KDU Student Accommodation Officers in the event of service breakdown.
3. Resident(s) are not allowed to reset the modem at any one time.
4. All Resident(s) are governed by the UOW Malaysia KDU, Information Security Policy.
5. Facilities provided are for academic research purposes only.

ELECTRICAL AND NON-ELECTRICAL ITEM

1. Domestic electrical appliances may be brought into and used within the Residence with the proviso that strict adherence is given to the following:
 - a. Appliances and connecting leads must be serviceable and in a safe condition.
 - b. Strictly no cable running on the floor and from room to room.
 - c. Plugs must be wired in the correct manner and incorporate fuses of the correct rating.
 - d. Only one piece of appliance should be used on each wall socket.
 - e. A total load on a wall socket must not exceed 13 amps.

2. The following appliances are allowed across all Residences:
 - a. Iron
 - b. Phone Charger
 - c. Hair Dryer
 - d. Personal Desktop/Laptop
 - e. Alarm Clock
 - f. Study/Table Lamp
 - g. Table Fan/Stand Fan
 - h. Electric Oven
 - i. Toaster
 - j. Pots and Pans.

3. Prohibited items for all Residences where such items are not provided:
 - a. Exercise Machines
 - b. Home Theatre System
 - c. Air Cooler
 - d. Musical Instruments
 - e. Washing Machine
 - f. Microwave Oven
 - g. Refrigerator
 - h. Induction Cooker
 - i. Own Furniture
 - j. Television
 - k. WiFi (landline)
 - l. Astro
 - m. Automatic Clothes Dryer
 - n. Camp stoves

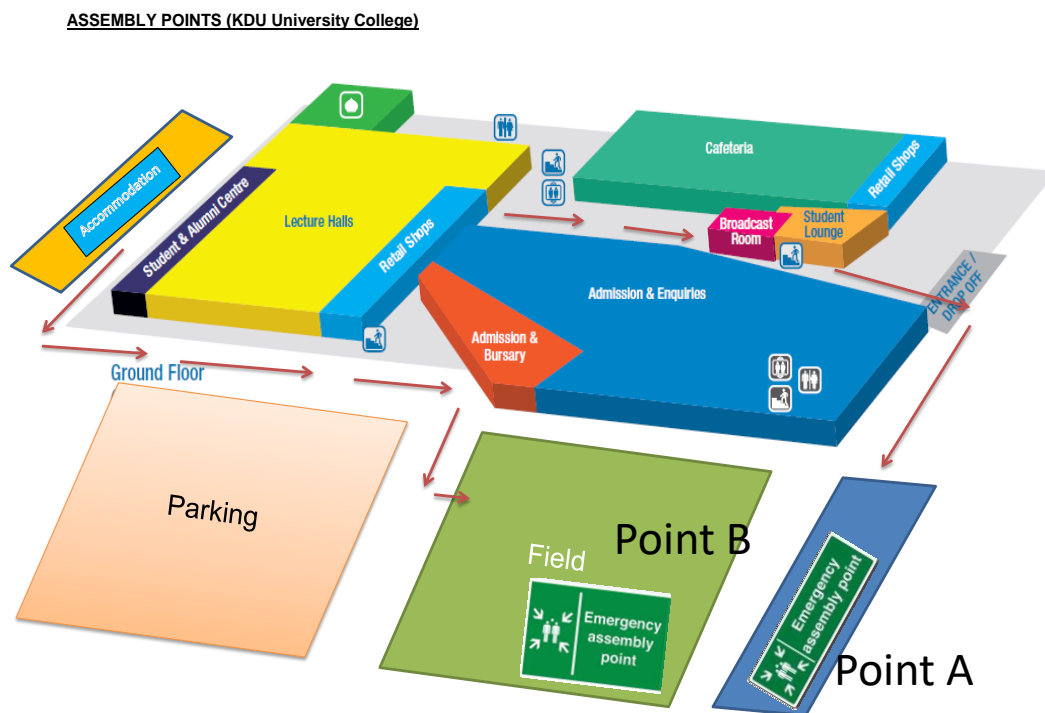
4. The list above is not exhaustive; the UOW Malaysia KDU Student Accommodation Department reserves the right to amend the lists above as and when it deems necessary without having to attach any reason. Other than the standard furniture and fittings provided, no other additional furniture and fittings are allowed in the unit/room.
5. The UOW Malaysia KDU Student Accommodation Officer reserves the right to take necessary action it deems fit, if items not in the approved list are found in any room or unit. This may include removal of such items and the imposition of other penalties.
6. The configuration or layout of the furniture/fittings in the room/unit is solely at the discretion of the UOW Malaysia KDU Student Accommodation Department.

EVICTION/DISCIPLINARY

1. Resident(s) found breaking any Rule 20 at Residences under the purview of this institution are liable to be evicted from the Residence or face a disciplinary hearing with the disciplinary board and can also be expelled from the UOW Malaysia KDU Institutions within 24 hours.
2. The two (2) months rental deposit will be forfeited.

EMERGENCY

1. In case of an emergency after office hours, please contact:
24 Hours Hotline at +6019 335 8123
2. More emergency contact details are on page 38
3. Emergency Assembling Points



MAINTENANCE

1. Any damage/loss (partial/full) of Residence's property must be reported immediately to the UOW Malaysia KDU Student Accommodation Officer. Resident(s) can and may be charged for any missing/damaged (partial/full) property.
2. The maintenance repair request Form can be obtained from the UOW Malaysia KDU Student Accommodation Office.
3. In the event of pipe breakage (excessive water leakage), and electrical power supply interruption, Resident(s) are to inform security personnel on duty or to any UOW Malaysia KDU Student Accommodation Officer immediately.
4. Handymen and contractors may enter rooms as and when necessary in the course of their duty under the directive of the UOW Malaysia KDU Student Accommodation Officer. This will be done in accordance with respecting the privacy and protecting the dignity of the Resident(s).
5. Resident(s) are expected to pay for the costs involved in cleaning, repairing or repainting of their room if they are not maintained in the conditions, they were in at the beginning of check in. No nails, screws, posters and pictures are allowed on the wall, furniture and door.
6. Maintenance complaints/breakdowns are dealt with within three (3) working days. During the week or the following working day if reported over the weekend.
7. All repairing works are to complete based on availability of stocks/spare part.
8. General repairing/rectification works are carried out on Monday and Wednesday.

RELOCATION

1. Resident(s) are subject to relocation to other units/rooms at the sole discretion of the UOW Malaysia KDU Student Accommodation Officer without having to attach any reasons whatsoever.

OFFICIAL LINE OF COMMUNICATION

1. All e-mail correspondence between Resident(s) and the UOW Malaysia KDU Student Accommodation Officer MUST go through the official student e-mail account as assigned by UOW Malaysia KDU.
2. Official Notices and billing can be served electronically (via email) and such Notices are deemed final.

PARKING

1. This privilege is mending to provide a safer parking environment for all Residents(s) parked at Student Accommodation, UOW Malaysia KDU, Glenmarie Campus.
2. Residents(s) are given approval based on the following understanding:
 - a. Current and active Resident(s) living in the UOW Malaysia KDU Student Accommodation will be entitled to a free car park in the campus parking bay.
 - b. Only one registered vehicle will be entitled for a free car park in the parking premises.
 - c. UOW Malaysia KDU under no circumstances shall be responsible for any loss or damages to any vehicle, its contents or equipment while parked on University College grounds.
 - d. Parking privileges will be deactivated when a Resident(s) is no longer a Resident(s) in UOW Malaysia KDU Student Accommodation.
 - e. Any vehicle not following the rules and regulations, or improper parking is subject to being clamped at the owner's expense.

AIR CONDITIONER KIOSK

1. Air Conditioners at UOW Malaysia KDU Student Accommodation, Glenmarie Campus are using prepaid system.
2. Resident(s) are issued with Air Conditioner reload card when check into UOW Malaysia KDU Student Accommodation.
3. Resident(s) are to reload at Reload Kiosk situated at both Female/Male lift lobby at 1st Floor.
4. The minimum reload is RM50.00 and maximum is RM1000.00
5. Every reload are subject to 0% GST.
6. Resident(s) will be charged RM20.00 if the air conditioner reload card is lost.

REVISION OF RULE 20

1. The UOW Malaysia KDU Student Accommodation Department reserves the right to revise the Rules and Regulations from time to time. A copy of the latest Rules and Regulations can be obtained from the UOW Malaysia KDU website.
2. A Resident(s) residing at any of the Residences under the purview of the UOW Malaysia KDU Student Accommodation Officer is governed by the rules and regulations herein mentioned.

LIST OF EMERGENCY CONTACT

CONTACT NUMBERS							
GOVERNMENT DEPT		TRANSPORT		FOOD DELIVERY		PRESS	
Bank Negara	03 2698 8044	Intrakota	03 7726 2944	Domino's	1 300 88 8333	Bernama	03 2694 5233
Bukit Aman	03 2262 6222	KESAS	03 5633 7188	MacDonalds	1 300 13 1300	NST Group	03 2282 3322
Customs	03 6201 6088	KL Sentral Station	03 2279 8888	Pizza Hut	1 300 88 2525	The Star	03 7958 1188
Domestic Trade	03 2274 2100	KTM	03 2273 8000	CINEMA BOOKING		The Sun	03 7784 6688
EPF	03 2694 6566	PLUS	03 7981 8000	GSC	03 8312 3456	OTHERS	
Foreign Affairs	03 8887 4000	Plusliner	03 2272 1586	TGV	03 7492 2929	AAM Breakdown	03 2161 0808
Home Affairs	03 8886 8000	Putra LRT	1 800 38 8228	Astro	03 9543 4188	Bar Council	03 2691 1698
Human Resource	03 8886 5000	Sprint	03 7960 1050	NTV 7	03 5569 1777	SPCA	03 4256 5312
Immigration	03 2093 9181	Star LRT	1 800 38 8288	RTM	03 2282 5333	SUHAKAM	03 2612 5600
Income Tax	03 6201 7055	LOST ATM CARDS		TV3	03 7726 6333		
JAKIM	03 8886 4000	Arab-Malaysian	03 2612 6888	UTILITY COMPANIES			
JPJ	03 2094 5666	Bank Islam	03 2698 9608	Alam Flora	03 2052 7922		
KLSE	03 2026 7099	Bumiputra Com	1 300 88 0900	Indah Water	1 800 88 3495		
Meteorology	03 7958 7422	Hong Leong	1 800 38 8888	SYABAS	1 800 88 5252		
MIDA	03 2095 3633	Maybank	1 800 88 2828	Pos Malaysia	03 2274 4141		
MIMOS	03 8996 5000	Perwira Affin	03 5511 4323	Telekom	03 2020 9494		
Reg of Business	03 4049 2125	Public Bank	03 2163 9191	Tenaga Nasional	03 2282 5566		
Reg of Company	03 4043 3366	RHB	03 2070 4299				
SIRIM	03 5544 6000						
SOCSCO	03 4253 5320						
Veterinary	03 2094 0077						

UOW MALAYSIA KDU STUDENT ACCOMMODATION TERMS & REGULATIONS



STUDENT ACCOMMODATION TERMS & REGULATIONS

 <p>The CURFEW set for the hostel is 12 midnight to 6:00am. Students who wish to go IN and OUT after this period must report & record their movement at the security office.</p>	 <p>Residents are not allowed to transfer their rental rights to others without approval from Security & Accommodation Office.</p>	 <p>Possession and/or consumption of PROHIBITED DRUGS are a serious offence under the Malaysian law, and students are strictly reminded not to engage in drugs of any kind.</p>
 <p>Strictly NO SMOKING in UOW Malaysia KDU Student Accommodation compound.</p>	 <p>Duplication of room keys are not allowed.</p>	 <p>Only HALAL food are allowed in UOW Malaysia KDU Student Accommodation premises.</p>
 <p>Possession of WEAPONS, which can be used to cause injuries or bodily harm, are not allowed in UOW Malaysia KDU Student Accommodation compound.</p>	 <p>Possession and/or consumption of ALCOHOLIC BEVERAGES in UOW Malaysia KDU Student Accommodation compound are not allowed. If caught, disciplinary action will be taken.</p>	 <p>VANDALISM is a very serious offence. Residents are not allowed to hammer nails or screws or stick tapes on the walls, or do any drawing or paint works on the walls, doors, and furniture. Students will be charged for refurbishing work if found to have vandalised the hostel.</p>
 <p>VISITING HOURS for guests Weekdays 10:00am to 7:00pm. Weekends / Public Holiday 11:00am to 7:00pm. Visitors are only confined to the common area.</p>	 <p>Social gathering are ONLY allowed with the Accommodation Office's approval. A written request must be submitted to the office three (3) days prior to the gathering</p>	 <p>QUIET HOURS is from 10:00pm to 7:00am. NO games or sports of any kind are to be played after 10:00pm. Loud noises like music, TVs, talking are to be kept to a minimum after 10:00pm. Please respect your friends & neighbours.</p>
 <p>Viewing, possession and/or dissemination of PORNOGRAPHIC MATERIALS in UOW Malaysia KDU Student Accommodation are strictly prohibited. If caught, disciplinary action will be taken.</p>	 <p>Residents are NOT permitted to allow visitors [including residents] of the OPPOSITE SEX into their apartment at any time for whatever reason.</p>	 <p>NO VISITORS are allowed to stay overnight in the hostel EXCEPT with the Accommodation Officer's approval. A written note is required no later than one (1) day before residents's guest arrives.</p>
 <p>No cooking with GAS STOVES allowed. ONLY electrical appliances are allowed. Please be reminded to switch off the appliances when not use.</p>	 <p>Residents are prohibited from using candles, mosquito coils, and fireworks in their rooms/hostel compound.</p>	 <p>All air-conditioners, fans, lights and electrical appliances must be SWITCHED OFF when not in use.</p>
 <p>NO PETS are allowed in the compound.</p>	 <p>It is YOUR responsibility to keep your unit and room clean and tidy.</p>	 <p>Internet usage is strictly for academic purposes.</p>
 <p>A written two (2) months notice must be provided should you decide to check-in or check-out.</p>	 <p>Residents need to have their access card and student ID when entering the accommodation premises.</p>	 <p>All maintenance related matters are to be reported to the accommodation officer. It will be attended to within 48 hours.</p>

The UOW Malaysia KDU management will not held responsible for any loss of belongings in the accommodation vicinity whilst you are staying with us. However we ensure that we will take every step possible to provide safety & security for all residents.

UOW MALAYSIA KDU 24 Hours Hotline: +6019 335 8123
In case of emergency, contact 999 for Police Station or Fire Brigade or Ambulance