

APPLICATION FORM 2016



**TAYLOR'S
HOSTEL MANAGEMENT**

Level 1, The Boardwalk,
No. 2, Jalan Taylor's, 47500 Subang Jaya,
Selangor Darul Ehsan, Malaysia
Tel : 603-5631 3400 Fax : 603-5631 3457
E-mail : u.residence@taylors.edu.my

TO COMPLETE THIS FORM :

1. Please write in BLOCK LETTERS.
2. Enclose a passport-sized photograph.
3. Please read and understand the Conditions of Reservation* before submitting the application form.
4. Payments can be made via Cash, Crossed Cheque, Credit Card, Bank Draft, Money Order or Telegraphic Transfer in favour of :
(a) **Taylor's College Sdn Bhd** for Taylor's College students
(b) **Taylor's University Sdn Bhd** for Taylor's University students

Please note that incomplete information may result in unnecessary delays in the processing of this application.

Photograph

Student's Particulars

Name (as in NRIC or Passport)	<input type="text"/>		
Gender	<input type="checkbox"/> Male	<input type="checkbox"/> Female	Student ID <input type="text"/>
Date of Birth	<input type="text"/>	NRIC/Passport No.	<input type="text"/>
Country	<input type="text"/>	Nationality	<input type="text"/>
Contact No. (Please include international code)	<input type="text"/>	Fax No. (Please include international code)	<input type="text"/>
E-mail Address	<input type="text"/>		
Home Address	<input type="text"/>		
	<input type="text"/>	Post Code	<input type="text"/>
* Medical History	<input type="text"/>		

* Please provide a doctor's medical report for our record & reference in case of emergency

Parent/Guardian (Next of Kin) To Contact In Case Of Emergency

Name	<input type="text"/>		
Address	<input type="text"/>		
	<input type="text"/>	Post Code	<input type="text"/>
Contact No. (Please include international code)	<input type="text"/>	Relationship :	<input type="text"/>
E-mail Address	<input type="text"/>		

Note: Local or Foreign Agents are NOT allowed in this capacity

Enrolment Details

Programme Enrolled	<input type="text"/>
Programme Commencement Date	<input type="text"/>
Expected Check-in Date	<input type="text"/>

Selection of Accommodation

Please Tick by preference (1-3)	No. of Pax Per Room	Room Type	Monthly Rental RM	Deposit RM	6 Months Advance Rental RM	Total First Payment RM	Total First Payment USD
Location : U Residence							
	1	Standard Single	1450	2500	8700	11200	3200
	2	Standard Twin	1000	2500	6000	8500	2500
	1	En-Suite Single	1600	2500	9600	12100	3500
	2	En-Suite Twin	1200	2500	7200	9700	2800
Location : My Place Apartment, Subang Jaya							
	2	Master	1000	2500	6000	8500	2500
	2	Twin	900	2500	5400	7900	2300
	1	Single	1200	2500	7200	9700	2800
Remarks : Currency Exchange Rate : USD1.00 = RM3.50 (approximate). The USD amount is indicative only and is subject to bank charges and fluctuations in the exchange rate. Any difference shall be dealt with accordingly. All fees are payable in Ringgit Malaysia (RM).							

Conditions of Reservation

1. Only students successfully registered in any programmes conducted by Taylor's University or Taylor's College may apply for accommodation at Taylor's Student Residences.
2. Application form must be completed in full to facilitate accurate processing.
3. Rooms are allocated based on Taylor's Hostel Management Sdn. Bhd's (THM) allocation policy.
4. Rental rates may be subject to change without prior notice. Any other charges including but not limited to utilities, if so applicable, shall be imposed at the discretion of the Management of THM.
5. Applicant is required to pay a deposit of **RM2500 or USD700 (for international students)** when submitting the application form. Take note that unless officially notified by THM, this payment of deposit does not guarantee confirmation of room type at selected location.
6. Deposit is refundable only if applicant cancels the room reservation with a written notice of minimum one (1) month **before** PROGRAMME COMMENCEMENT DATE.
7. Upon confirmation of the availability of rooms, applicant is required to pay the balance of all sums due not later than two (2) weeks prior to check-in, failing which the reservation would be deemed cancelled and the deposit paid shall be forfeited.
8. Failure to check-in after PROGRAMME COMMENCEMENT DATE will result in forfeiture of all payments made and immediate release of room booked without further notice.
9. Payment of accommodation rental must be made every six (6) months in advance.
10. Reservation made is not transferable.
11. Applicant is required to sign **one year** tenancy agreement for all accommodation locations.
12. All refundable amount under the conditions herein shall be claimed by the student or the student's parent/ guardian/ sponsor within one (1) year from the check-out date. Any claims thereafter shall not be entertained.
13. The Management reserves the right to change/ amend any of the conditions stated where deemed necessary.
14. Based on check-in date, the following shall apply :-
 - From 1st to 15th of the month - full month rental
 - From 16th to 31st of the month - half month rental

Declaration

1. I understand and accept the above Conditions of Reservation.
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 make payment of all sums due in a timely manner if my application is successful.
4. I undertake to abide by the House Rules of the student accommodation or risk the penalties stipulated therein.

Signature of Applicant

Name of Applicant

Date

For Office Use Only

Attended By :

Remarks :