

ACCOMMODATION APPLICATION FORM

SECTION 1 PERSONAL DETAILS (FILL UP IN BLOCK LETTERS)

Please read the LEA Accommodation Rules & Regulations, by submitting your application for accommodation indicates you agree and will abide to the LEA Accommodation Rules & Regulations.

Given Name																												
Family Name																												
Passport Number																												
Religion											Gender	<input type="checkbox"/> Male		<input type="checkbox"/> Female														
Date of Birth	Date		Month		Year								Arrival Date		Date		Month		Year									
Contact Number																												
Email Address																												

SELECTION OF ROOM – 2 PREFERENCES (Accommodation Rooms are on First Come First Served Basis & On Availability)

Choice Number 1																												
Type A	<input type="checkbox"/>	<input type="checkbox"/> Master Room Single	<input type="checkbox"/> Master Room Double Sharing																									
Type B	<input type="checkbox"/>	<input type="checkbox"/> Middle Room Single	<input type="checkbox"/> Middle Room Double Sharing																									
	<input type="checkbox"/>	<input type="checkbox"/> Small Room Single	<input type="checkbox"/> Small Room Sharing																									
Choice Number 2																												
Type A	<input type="checkbox"/>	<input type="checkbox"/> Master Room Single	<input type="checkbox"/> Master Room Double Sharing																									
Type B	<input type="checkbox"/>	<input type="checkbox"/> Middle Room Single	<input type="checkbox"/> Middle Room Double Sharing																									
	<input type="checkbox"/>	<input type="checkbox"/> Small Room Single	<input type="checkbox"/> Small Room Sharing																									

SECTION 2 TYPES OF ACCOMMODATION

The Student's accommodation is at the Pacific Place Condominium.

The rental are as below are on monthly basis. Deposit RM1000.00 is needed for room booking.

TYPE A - 3-bedroom Unit, with a maximum of 6 students in a unit.

TYPE OF ROOM	DOUBLE SHARING	SINGLE
Master Room (With Bathroom Attached)	RM 800.00 / USD 267.00	RM 1600.00 / USD 533.00
Middle Room	RM 600.00 / USD 200.00	RM 1200.00 / USD 400.00
Small Room	RM400.00 / USD134.00	RM 800.00 / USD 267.00

TYPE B - 2-bedroom Unit, with a maximum of 4 students in a unit.

TYPE OF ROOM	DOUBLE SHARING	SINGLE
Master Room (With Bathroom Attached)	RM 850.00 / USD 283.00	RM 1700.00 / USD 567.00
Middle Room	RM 650.00 / USD 218.00	RM 1300.00 / USD433.00

* Rooms are with security and comfort. They are furnished with Gymnasium, Swimming Pool, TV, Living Room Set, Washing Machine, Single Beds, Kitchen (Non Cooking Unit), Water Heater, Air-conditioned and Wi-Fi.**

* Please note that all fees are payable in Ringgit Malaysia (RM). USD Fee published above is an indicative amount based on USD Rate at 3.0 and subject to change.

** Wifi fee in all apartments are shared by the housemates (payable separately) and not charged in the rental fee. Please note it is also subject to availability by Internet Service Provider.

Important Notes:

1. Rooms are available on a first come first served basis. Your booking will be confirmed upon payment of the one month room's rental and security deposit of RM1000.00. No refund will be made after booking is confirmed.
2. All utility bills should be shared among housemates.
3. Student who wishes to check-out of the LEA Accommodation has to inform the management by filling up the WITHDRAWAL FORM one (1) month in advanced. Failure to do so, RM1000.00 from the security deposit will not be refunded.
4. Check in dates will be on the first day of intake of the month, check out dates will be on the last day of the intake of the month. Any overstay will be charged RM100.00 per day. Should the student check-in after the intake date, student is still required to pay the full month's rental.
5. It is compulsory for all students to use mattress protector and bed sheet in LEA accommodation.
6. LEA Accommodation is a non-cooking apartment.
7. Students will need to stay at Hotel at their own cost if LEA Accommodation is not available in the event of students arrived earlier than the check in dates.
8. LEA reserves the right to refuse any bookings and would immediately terminate the use of the accommodation for non-payments or non-compliance with the LEA Accommodation Rules & Regulations.
9. Students who has security access card will be charged RM200.00 if the card is lost or damaged and RM50.00 for each key lost/damaged. Students need to return the access card and keys upon check-out from the accommodation.

I, the undersigned, hereby:

1. Understands that this accommodation application is SUBJECT TO ROOM AVAILABILITY and that LEA reserves the right to assign any other type of accommodation available, should bookings and payments not made on time.
2. Confirm that I have read the accommodation Rules & Regulations and agree to abide the said Rules & Regulations. Rules and Regulations are subject to change from time to time and memo will be given out if there are any changes.
3. Confirm that I will pay the accommodation fees and deposit by the required dates.
4. Confirm that I understand the Internet Service is subject to availability by the service provider.
5. Confirm that I would be responsible for all the items within the accommodation and would pay for any damages during my stay.
6. Confirm that I will respect the others housemates' privacy and would not make any noise or hold gathering in the apartment and facilities without approval from LEA.
7. Confirm that I am not allowed to bring any guests to the accommodation.
8. Confirm that I understand that in any event any of the Rules & Regulations is violated; I will be asked to leave the accommodation within 24 hours.
9. Confirm that I understand that smoking, use of any drugs, consuming alcohol is not allowed in the accommodation or within any area of the accommodation facilities.
10. Confirm that any exceeded utility or damages in the house not reported will be charged to all students staying in the house.
11. Confirm that I need to pay overstay charges if I fail to check in or check out from the accommodation on the necessary dates.

Student's Signature _____

Application Date _____

FOR OFFICE USE ONLY

Assigned Room/Unit	Confirm By	Date	Remarks