

Application for On-campus Accommodation

Applications from prospective students will be considered once the student has been granted admission into a study course at Swinburne University of Technology Sarawak.

A booking form is available online in the following link:

http://www.swinburne.edu.my/student_operations/docs/accommodation-booking-form.pdf

Alternatively, prospective students can make bookings through our Marketing and Student Recruitment (MSR) or Swinburne University agents. Continuing students can apply & make room booking directly to Accommodation Services office.

Booking Fees

A booking fee of RM500.00 is to be paid once the booking form is submitted to Swinburne Sarawak. The booking fee will automatically be converted into hostel rental once students make full payment of hostel rental according to the room chosen.

Hostel Rental

A full semester hostel rental is to be paid within seven (7) days of tenure commencement. Any payment received after seven (7) days of tenure commencement will be charged with the late payment penalty of RM200. If payment is not received within seven (7) days of tenure commencement, the student will be asked to vacate the hostel immediately and will be charged daily rate rental based on the number of days the room has been occupied. A letter to vacate the room will be issued. Late applicants or late arrivals will also pay for the one (1) semester rental amount in full upon moving in.

Non-compliance will be served with a notice to vacate and will be subjected to the following fee forfeiture:

Cancellation Period	Fee Forfeited
Prior to tenure commencement	RM500.00 booking fee
Within 1st week of tenure commencement	RM500.00 booking fee and hostel daily rate is chargeable
After 1st week of tenure commencement	100% Semester Hostel Fee

***** Tenure commencement is defined as one (1) week before academic commencement.**

Hostel Offer

Hostel Offer Letter (HOL) will be issued within three (3) working days upon receiving the completed Accommodation Booking Form and booking fees. The HOL will be emailed (in softcopy) to the students and MSR/Agents whereas the hardcopy will be given to students during check in.

Maximum stays for every student is only for 1 (one) year.

Tenure Renewal and Expiry

Letter of Renewal will be issued to hostel residents six (6) weeks before the current tenure expires. A full semester rental is to be paid by the stated due date. Any payment received after the due dates will be charged with the Late Payment Penalty of RM200. Continuing students who decide to stay the following semester but do not confirm renewal of tenure by the due dates will also be charged with the Late Payment Penalty.

How Do I Make Payment?

Further payment can be made in the following ways:

1. Direct Bank-In at either RHB or CIMB.
2. Online transfer
3. Bank Draft/Cheque to Swinburne Sarawak Sdn Bhd
4. Telegraphic Transfer/Wire remittance
5. Credit Card/Bank Card at Finance counter (MasterCard or Visa only)

Bank Account Details

Account Name : Swinburne Sarawak Sdn Bhd
 Bank Name : RHB Bank Berhad
 Account Number : 2-11016-00065829
 Address : Suite 2 & 3, Ground Floor, Yung Kong Abell,
 Lot 365, Abell Road, 93100 Kuching Sarawak
 SWIFT Code : RHBBMYKL

OR

Account Name : Swinburne Sarawak Sdn Bhd
 Bank name : CIMB Bank Berhad
 Account No : 80-0526998-9
 Address : Lot 170 & 171, Section 49 KTL, Jalan Chan Chin
 Ann, 93100 Kuching Sarawak, Malaysia
 SWIFT Code : CIBBMYKL

Cash- Only up to RM500.00 at the Finance Counter in StudentHQ.

Please present the proof of transaction for subsequent issuance of official receipts.

Swinburne Hostel's Responsibilities

1. To make sure the hostel is clean and fit to live in at the start of the tenure.
2. Provide a reasonable level of peace, comfort and privacy in the premises.
3. Ensure the premises are reasonably secure and safe.
4. Maintain the premises and inclusions in good repair and keep common areas clean.
5. To enforce hostel rules and regulations.

Swinburne Hostel Rights

1. To issue notices of breach to residents who break the terms of occupancy and/or cause damage to any parts or inclusions of the building and/or cause inconvenience to others.
2. To issue notices of breach to residents defaulting on their occupancy payments, and for continued offences to issue an eviction notice.
3. To inspect the condition of the hostel and student room with reasonable reasons.

Resident's Responsibilities

1. Pay the occupancy and other services fees by due dates and through the agreed methods of payment.
2. Do not use the premises for illegal and unauthorised purposes.
3. Do not cause nuisance or interference with the reasonable peace, comfort, or privacy of a neighbour.
4. Keep the premises and inclusions clean.
5. Be responsible for your guests' behaviour.
6. Do not intentionally, maliciously or negligently damage, or allow anyone else to intentionally, maliciously or negligently damage the premises or inclusions.

7. Abide by the terms of occupancy and Rules and Regulations of the building.
8. Report to the Accommodation Services Office of any damages to the premises.

Immediate Eviction

Swinburne Sarawak Hostel Rules of Occupancy promote tolerance, courtesy and care for others and the different needs within the community. If any resident chooses to ignore or transgress these guidelines, he/she shall receive a written warning from the Swinburne Sarawak's Accommodation Services Office. Residents, who have received a warning and continue to display unacceptable behaviour will be asked to leave immediately; that is, will be evicted immediately.

In addition to the termination provisions, residents will be immediately evicted if they are:

1. Found smoking in the premises.
2. Found to be carrying, using or distributing drugs or other illegal substances.
3. Found to be involved in the harassment of or discrimination against another resident, staff member or person.
4. Found to be involved in the sexual and/or physical abuse of another resident, staff member or person.
5. Found to be involved in theft of another person's property.
6. Found to be involved in violating relevant Swinburne Sarawak General Misconduct.

Facilities and Services

1. The Common Lounge

The Common Lounge is located on every floor. Equipped with:

- Air condition
- 32" LCD TV
- NJOY
- Sofas and Coffee Table
- Desks and chairs
- CCTV camera

2. Kitchen

The kitchen is located on every floor. Equipped with:

- Gas stove
- Microwave oven
- Refrigerator
- Water Dispenser (Hot & Cold)
- Dining table and chair
- CCTV camera

3. Wash & Dry Area

Wash and drying area is available at every floor (H & HM block).

4. Toilet and Washroom Area

The toilet and washroom area is located on every floor. Equipped with centralized water heating system.

5. CCTV Camera

The CCTV camera is located at all the walkways and common areas in the building.

6. Fire Alarm System and Fire Extinguisher

The building is equipped with smoke detectors and heat detectors which are connected to the Fire Security system. The system is linked to the Fire Department (BOMBA).

Fire Extinguishers are located on every floor and in the kitchen. Please read the operating manual on how to operate the extinguisher.

7. Security Guard

A hostel security guard is stationed 24 hour on duty in all hostel buildings.

8. Cleaner

The cleaner is stationed on every floor of all the buildings.

9. Resident Advisor

The Resident Advisor (RA) is available on every floor. Please refer to the notice board for their contacts.

10. Warden

One Male and one Female warden have appointed by the University for both the Male and Female residents.

11. Room Facilities

All the rooms are equipped with:

Bed	Study Table	Bookshelf
Chair	Roman blind and curtain	LAN internet port
Wardrobe	Air Condition (Optional)	Free Wi-Fi

Note: All air-conditions, fans, lightings, cooker stoves, water heaters and all other electrical appliances must be switched off when not in use. Residents are not allowed to insert other cards besides the Hostel Access Card into the air conditioner card slot. Proper and safe usage of these appliances is the responsibility of each resident.

Maintenance of Accommodation

1. Normal wear and tear will be repaired/replaced by the Accommodation Technician whilst the outsourced contractor will do the major repair and maintenance works (if required).
2. Residents will be charged for negligent damages.
3. Any damage to/ breakage of property/facilities must be reported immediately to the Accommodation Services Office by email to: hostelhelpdesk@swinburne.edu.my

Please indicate your name, your room number, the problem (s) and your availability for the maintenance / repair appointment.

4. If you miss the initial maintenance / repair appointment, you are required to fill the Notice of Intent to Enter Resident's Room form and submit to the Accommodation Counter for another appointment.
5. All maintenance / repair works will only be carried out between 9.30am to 4.30pm (Monday – Friday). However, in the event of any emergency i.e, power trip, pipe burst, fire or any life threatening incident which may occur, Accommodation Office Staff or other authorised persons may enter the hostel area without prior notice.
During the time that maintenance/repair work is permitted, all hostel residents are advised to be dressed appropriately at all times. This is important to avoid any misunderstandings & to respect your privacy.

Cleaning Service

1. The cleaning service only covers the common area.

Cleaning service schedule:

DAY	TIME
MONDAY - SATURDAY	7:30 AM – 4:30 PM
SUNDAY & PUBLIC HOLIDAYS	7:30 AM – 12:30 PM

Hostel Rules of Occupancy

These rules form part of your offer for accommodation. Please read these rules carefully, and if you have any questions, please ask the Accommodation Services Office personnel.

The operation of the On-campus Accommodation is based strictly on a HALAL (food that is permitted or recognised by Islamic law) environment.

Eligibility of Residents

All residents must be enrolled in a program in Swinburne Sarawak.

Behaviour

Residents must agree to abide by the code of behaviour. Acceptable behaviour includes not interfering with another person's living conditions or personal security. Unacceptable behaviour will be dealt with by the Management. Repeated offences by a resident could constitute grounds for early termination.

Restriction of Entering Residence

Male and Female hostels are separate from each other and at all-times no opposite gender are allowed to enter the restricted block. Failure to respect this rule may result in disciplinary action.

Building Security

All residents and visitors agree to be bound by the security regulations or as instructed by Management.

Please be aware of the warning signs, i.e. Evacuation Process/Procedure, Safe Facilities/Equipment Handling.

Residents must carry their Access Card and room key at all times.

Under no circumstances must residents loan out their Access Card or room key or copy their own room key.

Visitors (Non-Hostel Residents)

Residents are responsible for the behaviour of their visitors and must understand that visitors are also bound by all the Hostel Rules and Regulations whilst in the facility.

Visitors are not allowed to enter the resident's room. They are only allowed into the Ground Floor Common Lounge. They must leave the premises by 11:00 pm.

Security Check

Security guards have the right to check on students and their visitors before entering the hostel and also to instruct students who makes too much noise after the mentioned time for noise curfew, into the hostel. Visitors are required to fill up the Visitor's Form at the Security Guard's counter.

Noise Level and T Junction

All residents must observe consideration for their neighbours. No excessive noise is permitted after 11.00 pm until 7.00 am. Noise disturbances can potentially lead to disciplinary action and/or legal prosecution.

Residents and Visitors are not allowed to gather at the T Junction area from 12.00am – 7.00am.

Illegal Activities/Drugs, Alcohol, Smoking and Gambling

The above activities are not permitted under any circumstances in any areas of the building, including inside the rooms.

Any resident who fails to comply will immediately be evicted.

Common Property

Residents must not interfere with or damage any common property, nor leave anything on or obstruct the use of common property. The residents are liable for any damage caused by them.

Furniture and Equipment

The furniture, and other items provided in the hostel are to be used for the purposes for which they are designed. The resident is liable for damage to this property.

The resident is not permitted to make alterations or additions to the hostel or the furniture and equipment within the hostel.

The installation of other furniture in a resident's room is not permitted unless a written application is submitted to, and approved by the Accommodation Office.

Pets

Under no circumstances are residents permitted to bring in pets and animals onto the premises.

Keys and Access Cards

The resident is responsible for any cost associated with the replacement of their room key and Access Card. All rooms must be kept locked for security reasons. The Access Card and the room key should be carried by residents at all times when moving around the building.

The first access door card and room key is complimentary, thereafter a RM50.00 charge will apply for access card and RM30.00 for room key (Damage/Lost).

Please note, to maintain the safety and security of all residents, each resident's card and key is for their sole use only and must not be given to any other person to use without the permission of the Accommodation Office.

If staff finds any person in unauthorized possession of an access door card, that card will be confiscated. Furthermore if any such person is found in possession of an access door card and is not a resident and they are not an authorized visitor, they will be asked to leave the premises immediately.

Also note the charges for keys/cards that are not returned to the Accommodation Office by the end of the tenure:

Key	RM 30.00
Card (considered as lost)	RM 50.00

Spare key/Access Card collection:

DAY	TIME	WHERE TO COLLECT
MONDAY - FRIDAY	8:30 AM – 5:00 PM	ACCOMMODATION OFFICE
MONDAY - FRIDAY	7:00 PM – 11:00 PM	RESIDENT ADVISORS
WEEKENDS / PUBLIC HOLIDAYS	10:00 AM – 11:00 PM	RESIDENT ADVISORS

Storage

Storage facilities is provided to hostel resident (ONLY) by the hostel management during semester break. Details for storage can be obtain from notice board/accommodation office.

Hostel Activity

Every student are required to attend monthly floor briefing conducted by Resident Advisor. Every semester, the management will organise few activities for resident to join. In every participation, will enable resident to earn activity merit that to be use to determine tenure extension eligibility.

Electrical Appliances

Items of domestic electrical equipment may be brought into & used within the hostel complex with the proviso that strict adherence is given to the following:

- a) Equipment & connecting leads must be serviceable & in a safe condition.
- b) Strictly NO cable running on the floor & from room to room.
- c) Plugs must be wired in the correct manner & incorporate fuses of the correct rating.
- d) A plug must supply only one (1) piece of equipment.
- e) A total load on a wall socket must NOT exceed 13 Amps.

a. Category A

The following appliances is chargeable and need to be register:

Type of electrical appliances	Rate (Per semester basis)
1. Refrigerator – Mini	RM50.00
2. Portable air - conditioner	RM100.00
3. Microwave oven	RM50.00

Unregistered electrical appliances will be confiscated and the release fees is double with semester rate charges.

b. Category B

Items which are not provided for by the Accommodation Services such as electric kettle/jar, iron, table fan, hair dryer, hair straightener, hair curler, study table lamp, laptop, printer and mobile phone and chargers are allowed to be used in student room.

Rice cooker & toaster is allowed but limited at common kitchen only.

Notes: *The Accommodation Services management reserves the right to take necessary action it deems fit in the event that items found does not confirm to safety standards and violating related to Swinburne University General Misconduct. This may include confiscation of unauthorized items.*

c. Category C

All items below is prohibited to be used in student room or in other common area:

- Water boiler coil
- Electric Hot Plate
- Electric Coil Stove
- Television
- Home Theatre System
- Any other items found does not confirm to safety standards or violates University guidelines.

Note: What will happen if this item found in my room?

Prohibited electrical appliances will be confiscated and only releases at the end of semester.

Emergency Contact

During emergencies, please reach us through these contact numbers:

Female Warden : 082-260600 ext 5002
 Male Warden : 082-260600 ext 5003
 International Student Services : 082-260600 ext 5004, 5005, 5006
 Security Services : 082-260600 ext 3333
 Guard House : 082-260600 ext 8991 / DDI: 082-260991

Contacts of local authorities:

Fire Department 994
 Police Department +6082 - 244 444 (Hotline)

Hospitals

Sarawak General Hospital (+6082 – 276 999)
 Normah Medical Centre (+6082 – 311 999)
 Kuching Specialist Centre (+6082 – 365 777/+6082 – 365 030)
 Timberland Medical Centre (+6082 – 234466)
 Borneo Medical Centre (+6082 – 507333)

Accommodation Office Counter Operating Hours

DAY	TIME
MONDAY TO THURSDAY	8:30 AM – 5:00 PM
FRIDAY	8:30 AM – 12:00 PM 2.00 PM – 5.00 PM
WEEKENDS / PUBLIC HOLIDAYS	CLOSED

Revision of Rules and Regulations

The Accommodation Services Office reserves the right to revise the Rules and Regulations from time to time and will keep the residents informed of any changes in the form of memos, notices on the Notice Boards, and e-mails.