



## **ROOM RENEWAL NOTICE FOR THE OCTOBER 2017 SEMESTER** **(Foundation, Diploma and Degree Students)**

### **Those who intend to extend their Resident Contract:**

1. Please complete the 'Renewal Form' at the Accommodation Office from **Monday, 21<sup>st</sup> August 2017 to 30<sup>th</sup> August 2017.**
2. Payment for the renewal is to be made by **Friday, 15<sup>th</sup> September 2017.** The rates for the October 2017 semester are as follows;

Room Type	Occupancy (Room Type)	Short Semester (RM)	
		Fan	Air-Cond
Hall of Residence	Single	1240.00	-
Hall of Residence	Twin	780.00	-
Apartment	Twin	830.00	-
Lodge Residence	Single	1610.00	2000.00
Lodge Residence	Twin	1185.00	1585.00

3. Those who have made payment by **Friday, 15<sup>th</sup> September 2017,** are allowed to continue occupying their current room.
4. Those who have not made payment by **Friday, 15<sup>th</sup> September 2017,** are not allowed to continue occupying their room. The Accommodation Office will dispose all the items left in the room from **Monday, 25<sup>th</sup> September 2017 onwards.**

### **Those who intend to check out:**

1. If you are completing your studies this semester please notify the Accommodation Office (AO) during the renewal period that you will check out from the hostel.
2. You are to check out by **Sunday, 24<sup>th</sup> September 2017.**
3. The Accommodation Office will clear the room of all items left behind from **Monday, 25<sup>th</sup> September 2017 onwards.**

Thank you for your cooperation.

Accommodation Office  
Friday, 18<sup>th</sup> August 2017.