



Accommodation Rules and Regulations



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VISION COLLEGE STUDENT TENANCY AGREEMENT

Accommodation Rules and Regulations

PRELIMINARY

i) These Rules will be cited as the Accommodation Rules, 2012 (revised June 2018).

ii) 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;

“Residents” is used to refer to every student staying in the Accommodations under the purview of VISION COLLEGE;

“Accommodation” refers to any of the accommodation provided by VISION COLLEGE for the lodging of students;

“VISION COLLEGE” refers to Vision College that the particular Resident is enrolled at;

“Authorized Person” refers to any person duly sanctioned by VISION COLLEGE Accommodation Management to act on behalf of the Resident;

“Disciplinary Authority” refers to the Head of Discipline or where applicable, any person or board delegated by the Head of Discipline with disciplinary functions and power or duties;

“Offence” refers to transgression of a particular condition contained in these Rules & Regulations;

“Drug” refers to any of the drugs or substances which are listed in the First Schedule to the Dangerous Drugs Ordinance, 1972;

“Poison” refers to the definition as set out in the Poison Act, 1952;

1. Behaviour And Discipline

- 1.1. Residents are expected to behave in a manner consistent with the good reputation of Vision College, refraining from any behaviour which could endanger human life or health, or cause damage to property, disturb order and peace in the Accommodation, or curtail the rights and liberties of the other Residents while in the Accommodation.
- 1.2. The Accommodation Officer reserves the right to evict Residents with immediate effect should there be reasonable grounds to support suspicions that a particular Resident is guilty of an offence that merits eviction. Vision College will take further action by discontinuing the Resident's enrolment in their respective academic programme with immediate effect.
- 1.3. A brawl or any kind of physical violence is strictly prohibited within the Accommodation. Residents guilty of committing such an offence can and will be evicted. Residents must confront and discuss in a matured manner to settle any disagreement.
- 1.4. Possession and/or consumption of any prohibited drugs in the Accommodation is strictly prohibited. Residents found committing such an offence can and will be evicted.
- 1.5. Vandalism involving functional/cosmetic damage to property belonging to the Accommodation is strictly prohibited. Residents found guilty of committing such an offence can and will be evicted from the Accommodation. The cost of making good any item vandalized will be charged accordingly to the Residents. Residents must report any damaged item to the Accommodation Officer.
- 1.6. Viewing, possession and/or dissemination of pornographic materials (hard/soft copies) in the Accommodation is strictly prohibited. Residents found committing such an offence can and will be evicted.
- 1.7. Weapons or any items considered dangerous and can be used to cause injuries or bodily harm are not allowed in the Accommodation. Residents found in possession of such weapons will be evicted.
- 1.8. 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 not limited to) bullying, intimidation/abusive behaviour aimed at causing humiliation, discrimination motivated by racial/religious/gender prejudice, stalking, invasion of privacy,

utilizing social pressure to cause offence. Residents guilty of committing harassment can and will be evicted.

- 1.9. Smoking (of cigarettes, cigars, pipes and all other substitutes e.g. shisha, e-cigarettes) is not allowed in the Accommodation except in an area specifically designated and accordingly indicated. Residents guilty of this offence can and will be evicted. Any smoking and/or its related paraphernalia will be confiscated and 2 demerit points.
- 1.10. Possession and/or consumption of alcoholic beverages in the Accommodation is not allowed. Residents guilty of this transgression can and will be evicted.
- 1.11. In the interest of maintaining a high standard of cleanliness, consumption as well as possession of chewing gum is prohibited in the Accommodation. Residents can and will be fined and any chewing gum found in the Accommodation can and will be confiscated.
- 1.12. Littering is viewed as a habit that is not good to have. It shows severe neglect and abandonment of Resident's responsibility towards the cleanliness and health standards of the Accommodation as a whole. If deemed to be guilty of transgression, the Resident can and will be served with a warning letter and/or be committed to undertake/participate in clean-up activities. Make a difference even when no one is watching you because at the end, it will be to your advantage.
- 1.13. Parties or other social gatherings in the Accommodation are not permitted without the prior consent of the Accommodation Officer. Any infringement of this rule will merit an eviction from the Accommodation.
- 1.14. It is the responsibility of the Residents to ensure that their parents and room/unit mates are aware of their whereabouts. This is imperative to ensure that the Resident will be contactable in case of emergencies.
- 1.15. Residents must use the authorized entrances and exits. Residents are prohibited from climbing over the fence or wall to get in or out of the Accommodation. Accommodation Security is at liberty to impose security measures and offending Residents are fully responsible over any injuries that will result from this transgression. Residents found committing such an offence can and will be evicted from the Accommodation.
- 1.16. Residents using the swimming pool and other facilities must abide strictly by the Rules & Regulations governing the use of such facilities. The Accommodation will not be liable for any injuries or loss resulting from any transgression of this rule.

- 1.17. Noise level must be kept low to allow others the opportunity to study or sleep in comfort. Residents are not to initiate, contribute to or allow to continue, any action which produces noise which disturbs other Residents where noise originating from but heard outside the confines of a Resident's own bedroom will be deemed to be excessive. Residents found guilty of transgression of this rule can and will be evicted from the Accommodation.
- 1.18. Ball games, roller blade/skate and other gym equipment deemed inappropriate by Vision College are not allowed in the Accommodation. Any banned equipment found can and will be confiscated. Residents can make use of facilities for the above activities in and around the College areas.

2. Rental and Utility Bills

- 2.1. Residents are required to pay their rental on a yearly basis. This yearly rental must be paid by the **FIRST WEEK** of the first semester a Resident registers as a student at Vision College.
- 2.2. From 1 July 2018, each Resident will pay RM25 per month from the beginning of the semester until the start of the semester break. These utility charges include water, electricity and sewerage charges. Residents who have not paid utility bill of RM25 for two consecutive months to Vision College will be asked to leave the accommodation immediately.
- 2.3. If an accommodation unit uses too much water or electricity that results in increase of the monthly bill, then residents will have to pay the difference as determined by the Accommodation Team.
- 2.4. All utility charges are to be paid in advanced, i.e. before the beginning of the month. Alternatively, students who are on the Vision Development Scholarship (VDS) can request for Vision College to use the scholarship or RM100 per semester as part of their utility payment.
- 2.5. The tenancy of Residents who fail to pay their utility bill for two consecutive months will be revoked. The VDS can also be revoked by Vision College.
- 2.6. Any allowance from Vision College will be used to offset any amount owed by the residents with regards to the rent or utility charges.
- 2.7. RM10 per day will imposed for clinical students who leave their belongings in the Accommodation during a semester break. All Residents can leave a reasonable amount of their belongings during the semester breaks at Vision College storage

subject to the approval of the Accommodation officer. Please refer to Section 5.3 of this handbook.

- 2.8. Clinical students are required to pay RM10 per week utility and administrative charges during the clinical training session.
- 2.9. Vision College reserves the right to revise the current rates from time to time by giving one month's advance notice. Such rental revision is solely at the discretion of Vision College, which is not obligated to attach any reasons for such revisions.

3. Accommodation Tenancy

- 3.1. The minimum tenancy is for a period of **one (1) calendar year beginning from the date of check in**. Any request for cancellation or premature termination of the tenancy after check in will result in a forfeiture of all rentals paid.
- 3.2. Residents can terminate the tenancy by giving at least three (3) months' written notice before the end of tenancy by filling in the Hostel Departure form. However, no refund on the balance of rental. Residents must make this application on the dates listed below; no exceptions will be entertained. **FAILURE TO GIVE A THREE MONTH ADVANCE NOTICE WILL RESULT IN A PENALTY OF THREE (3) MONTH RENTAL WHICH WILL BE DEDUCTED FROM THE ACCOMMODATION DEPOSIT.**

- 31 December, 31 March, 30 June and 30 September

- 3.3. Tenancy at the Accommodation will be terminated automatically if the Resident is no longer a bona-fide full time student of Vision College. However, in the case of bona-fide full-time students of Vision College, tenancy is **renewable for one (1) year** upon expiry, subject to the availability of rooms. Priority will be given to new full-time international/non-local students subject to the discretion of Vision College.
- 3.4. Vision College can terminate this tenancy at any time if:
 - a. the Resident fails to pay any sums due to Vision College on the first day of the date due
 - b. the Resident fails to comply with the Accommodation Rules & Regulations and/or any other term(s) of this tenancy. In this case, there is no refund on the rental payment made

4. Check In

- 4.1. All students who are to be checked into hostel should have their hostel admission form (blue forms) submitted to the accommodation department. Without the blue form, they will not be checked in.

- 4.2. Check in of Residents are on working days:
Monday to Friday 9.00am to 4.30pm
- 4.3. 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 Vision College office **SEVEN (7) DAYS** before the expected arrival to facilitate the necessary arrangements. There is no obligation on Vision College to entertain those who arrive without notice on days or times not specified.
- 4.4. Students are strongly advised not to arrive at their designated Accommodation **BEFORE** the specified check in date as **Vision College cannot guarantee the availability of accommodation should students come in prior to the specified check in date.**

5. Check Out

- 5.1. Residents are required to remove all belongings and vacate the accommodation by 12.00 noon latest, on the specified check out date or during semester break for VDS scholarship. At the end of a semester, all residents are required to check out of the hostel and clear all their belongings during semester break. Any belongings that go missing will not be the responsibility of Vision College. Students will be charged a flat-rate of RM225.00 per month if they decide to stay in the hostel. If you decide to stay in the hostel for a number of days, for example 14 days you will be charged a pro-rate of RM10 per day. These charges are inclusive of utilities. Vision College reserves the right to remove all belongings if a resident fails to comply and it shall not be responsible for any loss or damage caused as a result.
- 5.2. No temporary storage is provided at the Accommodation. As such, all Residents are to remove their belongings upon checking out. Please refer to Section 5.3 for temporary storage.
- 5.3. Residents who require temporary storage for their belongings can contact the Accommodation Office to arrange storage upon check out. Vision College is not responsible for any loss of belongings during storage as such please do not store valuable items in the temporary storage area. All students who check out during semester break can pay RM20.00 to store their belongings for the entire semester break in a secure location provided by Vision College. However, any valuables lost will not be the responsibility of Vision College. (Belongings stored at the college's facility must not exceed 30KG)

- 5.4. Residents undergoing practical/clinical placement are required to vacate their Accommodation before the start of the practical session. This is to avoid having two accommodations at any one time.
- 5.5. No deferment or delay of check out date will be entertained.

6. Accommodation Keys

- 6.1. Two types of keys will be given to Residents upon check in
- Room Door – one (1) key
 - Entrance Door – one (1) key
- 6.2. Residents are expected to be solely responsible for the keys and are not allowed to lend the keys to anybody under any circumstances. Residents are also not allowed to make any duplicates of the keys. The misuse of Accommodation Keys will lead to eviction from the Accommodation.
- 6.3. Should there be any damage/loss of keys, Residents should immediately report to the Accommodation Officer. Failure to do so will lead to a stern warning and may lead to a disciplinary action. The charge for the replacement of the lockset and the lost keys varies from one Accommodation to another.
- 6.4. A RM10.00 penalty will be imposed on Residents who would like to borrow a spare key from the Accommodation Officer. The borrowed key must be returned to the Accommodation Officer within one (1) hour and failure to do so will lead to a penalty of RM25.00.

7. Resident Access Card

- 7.1. For Accommodations that use a card system for access, Residents will be issued a Resident Card.
- 7.2. The Resident Card is non-transferable and is to be carried at all times by the Resident. Residents must be able to present their Cards when prompted by Accommodation Operations staff or any security personnel.
- 7.3. The Resident Card is valid only for the duration of stay at the Accommodation and must be surrendered to the Accommodation Operations office before the Resident leaves the Accommodation during check out.
- 7.4. The Resident's Card is the sole responsibility of the particular Resident and any loss or damage must be reported to the Accommodation Officer immediately. RM 50.00 will be imposed for the issuance of a new card.

- 7.5. Residents are prohibited to lend his/her Resident's Card to anyone under any circumstances. Any misuse of the Card can and will lead to termination of occupancy of the Accommodation.

8. Refund Of Accommodation Deposits

- 8.1. Application for a refund of deposits must be made using the prescribed form available at the Accommodation Office.
- 8.2. The deposit will only be refunded **AFTER** the Resident has vacated the room, the keys and the Resident Card returned, and all monies due to Vision College have been settled.
- 8.3. Residents who check out from any of the Accommodations without clearing their outstanding payments, will have whatever is outstanding deducted from the deposit. An additional **PENALTY** equivalent to one (1) month's rental will be charged to that particular Resident and it will be deducted from the remaining deposits.
- 8.4. Pre-refund of deposit is **STRICTLY NOT ALLOWED**.
- 8.5. Refund of all deposits will take approximately eight (8) weeks to be processed from the date the Accommodation Keys and Resident Card are returned to the Accommodation Officer. The mode of collection of refund shall be as indicated in the Hostel Departure form.
- 8.6. The refund of deposit in cheque will be made payable to the Resident's name on request unless expressly specified.

9. Upkeep of the Accommodation

- 9.1. Residents are responsible for keeping their rooms and the common areas in the Accommodation, such as the living area, kitchen and bathrooms clean and tidy at all times.
- 9.2. For all the Accommodation, bed frames with mattresses are provided in all bedrooms and Residents are to bring their own pillows, bed sheets, blankets, towels, etc. A study table with chair and wardrobe/cupboard are also provided for each Resident.
- 9.3. Shoes and footwear are not allowed to be worn in the Resident's unit and must be arranged neatly.
- 9.4. All air-conditioners and/or fans, lights and electrical appliances must be switched off when the Resident is not in the room/respective area. A **penalty** can and will be imposed for failure to comply.

- 9.5. Due to safety reasons, no gas stove and gas cylinders are allowed. A **penalty** can and will be imposed on Residents found in possession of any of these items, which can and will also be confiscated.
- 9.6. All furniture and fittings provided must not be moved without the consent of the Accommodation Officer as they are meant to be placed at the already specified locations. A **penalty** can and will be imposed should furniture be found to be moved.
- 9.7. Residents must cover their mattresses with bed-sheets at all times. A **penalty** can and will be imposed for failure to comply or if the mattress is soiled.
- 9.8. Any damage/loss of Accommodation property must be reported immediately to the Accommodation Officer. Residents can and will be charged for any missing/damaged property.
- 9.9. Vision College reserves the right to make spot checks on the Accommodation 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 Accommodation Officer whose decision will be final and not subjected to debate.
- 9.10. Handymen and contractors will enter rooms as and when necessary in the course of their duty under the directive of the Accommodation Officer. This will be done in accordance with respecting the privacy and protecting the dignity of the Residents.
- 9.11. Residents are expected to pay for the costs involved in cleaning, repairing or re-painting 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.
- 9.12. Price list of items that need to be repaired. For example, for piping issues, the indicative price is RM100 for a normal job. Please contact Accommodation Office to know more about the cost of repairs. Appendix 1 lists the rates for repair and maintenance works.
- 9.13. Residents are strictly not allowed to store their personal belongings in the balcony. Chairs or other furniture, and decorative items are strictly prohibited at the balcony.
- 9.14. For safety reasons, Residents are not allowed to use the balcony for any recreational activities. Residents are not allowed to sit on the balcony rails or to

throw/dispose items off the balcony. Residents are responsible for the cleanliness and their own personal safety with regards to usage of the balcony.

- 9.15. Residents are strictly not allowed to store their personal belongings such as luggage, laundry and etc in the common area. All personal items stored or found in the common area can and will be confiscated.

10. Visitors / Guests

- 10.1. Visitors/Guests are strictly not allowed in the Accommodation unit. Residents who allow visitors/guests or non-tenants found with visitors/guests in the unit at any time for whatsoever reason can and will lead to eviction.
- 10.2. Visitors, including parents and siblings, are not allowed to stay overnight in the Accommodation units. Failure to comply can and will result in eviction from the Accommodation.

11. Security And Safety

- 11.1. Residents are required to carry their respective Resident Card at all times in the compound of the Accommodation and when visiting other Residents in their Accommodation units. They must produce the Resident Card when requested by Security or Accommodation Office.
- 11.2. It shall be the responsibility of the Resident to lock all doors at all times 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.
- 11.3. Residents are solely responsible for the safety of their own valuables.
- 11.4. Vision College 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 Residents or their Visitors/Guests howsoever caused.
- 11.5. Residents are not permitted to change rooms or sleep anywhere other than in their own bedroom without the consent of the Accommodation Officer. Residents found violating the rule can and will be evicted.
- 11.6. Any Resident, who finds his roommate(s)/housemate(s) missing for more than 48 hours, must report to the Accommodation Officer / Warden immediately. This is to enable Vision College to take immediate action if any untoward incident had taken place.

- 11.7. Residents are not allowed to leave the Accommodation grounds between 11.00pm and 6.00am without prior approval from the Warden. The Warden reserves the right to accede or deny any such request without having to attach any reason(s).

12. Late Night Passes

- 12.1. Residents should return to the Accommodation by 11.00pm.
- 12.2. Residents who return after the stipulated time for whatever reasons will have their name recorded. Please note that Residents who habitually return after the stipulated time can and will be evicted.

13. Pets

Pets are not allowed in the Accommodation. Pets found will be removed from the Accommodation and a minimum penalty of RM100 will be imposed and 5 demerit points.

14. Electrical And Non-Electrical Items

- 14.1. Domestic electrical appliances will be brought into and used within the Accommodation 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 correct fuses.
 - 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.
- 14.2. The following appliances are allowed across all Accommodations:
- Iron
 - Hair dryer
 - Phone charger
 - Personal computer
 - Alarm clock
 - Study/Table lamp
- 14.3. Other than the standard furniture and fittings provided, no other additional furniture and fittings are allowed in the unit/room except those standard furniture and fittings provided.
- 14.4. Vision College reserves the right to take necessary action it deems fit in the event that items not in the approved list are found in any room or unit. This will include removal of such items and any other penalty that will be imposed.

15. Eviction

Residents found breaking any Accommodation rules at any of the Accommodation(s) under the purview of this institution are liable to be evicted from the Accommodation and can also be expelled from Vision College within 24 hours. The equivalent of one (1) month's rental will be forfeited from the Accommodation deposit.

16. Emergency

In case of an emergency outside office hours, please contact (i) the Warden at their Accommodation unit or (ii) the Accommodation Officer or (iii) the Security Guards at the Guard House/Control Room.

17. Relocation

Residents are subject to relocation to other Accommodation/locations/ units/rooms at the sole discretion of Vision College without having to attach any reasons whatsoever.

18. Communication With Accommodation Office

- 18.1. All e-mail correspondence between Residents and Vision College Accommodation Office MUST be through official student e-mail accounts as registered by Vision College.
- 18.2. Official notices can be served electronically (via email and SMS) or through notice board and is deemed final.
- 18.3. Residents can fill in the student feedback form under contact us section in Vision College website for any inquiries, suggestion or complain.

19. Revision Of Rules And Regulations

- 19.1. Vision College reserves the right to revise the Accommodation Rules and Regulations from time to time. A copy of the latest Accommodation Rules & Regulations can be obtained from Vision College online portal.
- 19.2. A Resident residing at any of the Accommodation under the purview of Vision College is governed by the rules and regulations herein mentioned.

-End-

STUDENT ACCOMMODATION REPAIR AND MAINTENANCE CHARGES**Effective 1 July 2018**

Admin Charges Description	Rate(RM)
Admin Charges for utility payment through college	30
Levy on those who do not pay the utilities (including IWK – Quarterly)	20 each bill per month
Reconnection Fee	100
Maintenance & Repair Description	Rate (RM)*
Door Knob	
Main Door (shared among residents in the house)	100
Room Door (shared among residents in the room)	30
Clogged Sink, floor trap WC Tank	100
Mattress	100
Pillow	20
Study Table	100
Study Chair	50
Tap	100
Vandalism	100
Others	Subject to cost of material +
Workmanship charges	workmanship
• Less than half hour	50
• Less than 4 hours	100
• More than 4 hours	50/hour

NOTE:

- Major repair occur by 3rd party contractor will charged on **actual cost** basis + **RM50 admin fee.**
- All items (furniture, fitting and appliances) for paid accommodation as per replacement cost.
- Vision College reserves the right to revise the rates mentioned above whenever deemed necessary.

VISION COLLEGE STUDENT TENANCY AGREEMENT (STUDENT COPY)

Date (DD-MM-YYYY): _____

VISION College, hereinafter referred to as the "HEP", represented by the Student Welfare team (ON BEHALF OF THE HEP), and the Student Name: _____ (NRIC No. _____) hereinafter referred to as the "STUDENT", have made this Contract as follows:

1. SUBJECT OF THE CONTRACT

1.1. The HEP shall provide the STUDENT with an equipped and comfortable place to stay to be known as the student hostel ("the Hostel").

1.2. The STUDENT shall be accommodated in the Hostel on the basis of the Contract.

2. RESPONSIBILITIES AND RIGHTS OF THE HEP

2.1. In accordance with the applicable legislative, legal norms and orders, the HEP shall determine the amount of payment for the Hostel accommodation by the STUDENT.

2.2. The HEP shall:

2.2.1. Provide the STUDENT with necessary fittings and furniture, water and electricity on the Hostel premises. Utilities such as water and electricity are payable by the STUDENT on the Hostel premises.

2.2.2. In due time annually, or as and when needed, conduct major maintenance and repairs to the Hostel and conduct timely repair of electric and water-supply networks and equipment within reason.

2.2.3. As and when required, at the sole discretion of the HEP be entitled to move the STUDENT into another room within the same hostel or another unit, providing equivalent utility and domestic services.

2.2.4. Have the right to terminate this Contract ahead of time in event of, including but not limited to, the following:

- breach by the STUDENT of the Hostel rules and regulations as stated in the Accommodation and Hostel SOP, as updated from time to time, including one-time appearance in the Hostel intoxicated or drugged, either alone or together with guests whether invited or uninvited;
- non-payment of Hostel accommodation fees within two (2) weeks of notice requesting payment;
- non-dwelling in the Hostel for reasons not known to the Hostel administration within two (2) weeks of issuance of the relevant notice;
- disenrollment or termination of the STUDENT from or by the HEP; and
- offences resulting in bringing to administrative and criminal responsibility or sentencing to imprisonment.

2.2.5. Inform the STUDENT of his/her rights and responsibilities, and of the regulatory documents related to the organization of operation of the Hostel and amendments thereto as required.

2.3. Subject to changes and indexation of prices for utilities and other types of services, the HEP reserves the right to adjust the fees charged for the Hostel accommodation on a yearly basis based on the prevailing market rate for comparable premises.

2.4. The STUDENT hereby acknowledges and agrees that requests for the Hostel with more comfortable conditions will be provided subject to an extra charge, the amount of which is to be determined by the HEP.

2.5. The HEP shall not be held liable for the security of any of the STUDENT belongings, documents or money whether in the Hostel or outside of the Hostel.

3. RESPONSIBILITIES AND RIGHTS OF THE STUDENT

3.1. The STUDENT shall:

3.1.1. At all times, comply with the Hostel rules and regulations, general safety and fire safety rules, sanitary standards of dwelling in the Hostel, as well as observe personal hygiene;

3.1.2. Clean the Hostel room he/she occupies and keep the Hostel common areas, kitchen, bathrooms and rooms reasonably clean and in good repair;

3.1.3. At all times, take care of fixtures, furniture fittings and electrical appliances provided in the Hostel.

3.1.4. At the end of the academic year, return to the warden, in good repair and working order all such fixtures, bedding, furniture, implements and equipment that were issued to him/her and key to the room. The Hostel Departure Form shall also be properly completed.

3.1.5. As set forth by applicable laws, bear the cost for damage to inventory equipment or furniture, electrical appliances and other properties of the HEP that were within the STUDENT'S unit, whether in his/her room or common areas, as well as for loss of household implements to the amount of actual damage/repair or replacement value to be determined by a report by the HEP.

- 3.1.6. In addition to the instances provided for in paragraph 3.1.5. above, bear personal responsibility where the property damaged was caused to the **HEP** by the guests whether invited or uninvited to the Hostel by the **STUDENT**.
- 3.1.7. Upon completion of studies, or in case of disenrollment due to termination by the **HEP** or academic leave or expelled from, the **STUDENT'S** registration shall in accordance with the established procedure be cancelled and the **STUDENT** shall vacate the Hostel room within five (5) days, having returned to the warden the respective inventory equipment received during the period of living in the Hostel.
- 3.1.8. Before moving in, the **STUDENT** shall pay in full the fees for the entire period of living in the Hostel during the year, with a minimum period of living of one (1) calendar year.
- 3.1.9. In the event of disenrollment due to termination by the **HEP** or the **STUDENT** is evicted from the Hostel due to non-conformance with the Accommodation Rules and Regulations of the **HEP** or the **STUDENT** terminates this Tenancy Agreement during the tenancy period, the accommodation fees paid for the year shall be forfeited. No payments made will be refunded.
- 3.2. The **STUDENT** is not allowed to change rooms or position of where he/she is allocated without seeking approval from the **HEP**. The decision of the **HEP** on whether to change rooms will be deemed final and binding.
- 3.3. The **STUDENT** MUST provide a notice in writing three (3) months before the end of their one (1) year Contract to the **HEP** if they intend to move from the Hostel premises by filling in the Hostel Departure Application Form. The **STUDENT** must make this application on the dates listed below and no exceptions will be entertained.

31 December, 31 March, or 30 June, or 30 September

4. DURATION OF THE CONTRACT

- 4.1. This Contract shall take effect upon its signature by the parties and shall be valid until completion of the studies by the **STUDENT** in the **HEP**. The question of the possibility of the **STUDENT'S** dwelling in the Hostel is decided annually depending on the availability of rooms in the Hostel on a **first come, first serve basis**.
- 4.2. This Contract shall become inoperative ahead of time upon its termination initiated by the **HEP** in cases provided for in paragraphs 2.2.4 and 3.1.7 above. The accommodation fees paid for the year shall be forfeited. No payments made will be refunded.
- 4.3. Conditions provided for by legislation but not covered in this Contract shall be effective irrespective of this Contract.
- 4.4. This Contract is made in 2 copies, one copy for each of the parties.

5. OTHER PROVISIONS

- 5.1. Upon the **STUDENT'S** moving up to another year of study, the **STUDENT'S** Hostel accommodation will be extended by a respective note in the order under the signature of the Accommodation Officer, subject to the availability of vacant rooms in the Hostel and absence of claims against the **STUDENT** on the part of the Hostel administration during his/her stay in the Hostel (in accordance with paragraphs 2.3 and 3.1.1 through 3.1.7 above).

I have read the above and hereby agree with Vision College Student Tenancy Agreement.

SIGNATURES:

On behalf of HEP	STUDENT
	Signature _____
SIGNATURE :	Batch No _____
FULL NAME :	Full Name _____
NRIC :	Country _____
DESIGNATE :	NRIC/Passport No _____
	Date _____

VISION COLLEGE STUDENT TENANCY AGREEMENT (COLLEGE COPY)

Date (DD-MM-YYYY): _____

VISION HEP, hereinafter referred to as the "HEP", represented by the Student Welfare team (ON BEHALF OF THE HEP), and the Student Name: _____ (NRIC No. _____) hereinafter referred to as the "STUDENT", have made this Contract as follows:

1. SUBJECT OF THE CONTRACT

- 1.1. The HEP shall provide the STUDENT with an equipped and comfortable place to stay to be known as the student hostel ("the Hostel").
- 1.2. The STUDENT shall be accommodated in the Hostel on the basis of the Contract.

2. RESPONSIBILITIES AND RIGHTS OF THE HEP

- 2.1. In accordance with the applicable legislative, legal norms and orders, the HEP shall determine the amount of payment for the Hostel accommodation by the STUDENT.
- 2.2. The HEP shall:
 - 2.2.1. Provide the STUDENT with necessary fittings and furniture, water and electricity on the Hostel premises. Utilities such as water and electricity are payable by the STUDENT on the Hostel premises.
 - 2.2.2. In due time annually, or as and when needed, conduct major maintenance and repairs to the Hostel and conduct timely repair of electric and water-supply networks and equipment within reason.
 - 2.2.3. As and when required, at the sole discretion of the HEP be entitled to move the STUDENT into another room within the same hostel or another unit, providing equivalent utility and domestic services.
 - 2.2.4. Have the right to terminate this Contract ahead of time in event of, including but not limited to, the following:
 - a. breach by the STUDENT of the Hostel rules and regulations as stated in the Accommodation and Hostel SOP, as updated from time to time, including one-time appearance in the Hostel intoxicated or drugged, either alone or together with guests whether invited or uninvited;
 - b. non-payment of Hostel accommodation fees within two (2) weeks of notice requesting payment;
 - c. non-dwelling in the Hostel for reasons not known to the Hostel administration within two (2) weeks of issuance of the relevant notice;
 - d. disenrollment or termination of the STUDENT from or by the HEP; and
 - e. offences resulting in bringing to administrative and criminal responsibility or sentencing to imprisonment.
- 2.2.5. Inform the STUDENT of his/her rights and responsibilities, and of the regulatory documents related to the organization of operation of the Hostel and amendments thereto as required.
- 2.3. Subject to changes and indexation of prices for utilities and other types of services, the HEP reserves the right to adjust the fees charged for the Hostel accommodation on a yearly basis based on the prevailing market rate for comparable premises.
- 2.4. The STUDENT hereby acknowledges and agrees that requests for the Hostel with more comfortable conditions will be provided subject to an extra charge, the amount of which is to be determined by the HEP.
- 2.5. The HEP shall not be held liable for the security of any of the STUDENT belongings, documents or money whether in the Hostel or outside of the Hostel.

3. RESPONSIBILITIES AND RIGHTS OF THE STUDENT

- 3.1. The STUDENT shall:
 - 3.1.1. At all times, comply with the Hostel rules and regulations, general safety and fire safety rules, sanitary standards of dwelling in the Hostel, as well as observe personal hygiene;
 - 3.1.2. Clean the Hostel room he/she occupies and keep the Hostel common areas, kitchen, bathrooms and rooms reasonably clean and in good repair;
 - 3.1.3. At all times, take care of fixtures, furniture fittings and electrical appliances provided in the Hostel.
 - 3.1.4. At the end of the academic year, return to the warden, in good repair and working order all such fixtures, bedding, furniture, implements and equipment that were issued to him/her and key to the room. The Hostel Departure Form shall also be properly completed.
 - 3.1.5. As set forth by applicable laws, bear the cost for damage to inventory equipment or furniture, electrical appliances and other properties of the HEP that were within the STUDENT'S unit, whether in his/her room or common areas, as well as for loss of household implements to the amount of actual damage/repair or replacement value to be determined by a report by the HEP.

- 3.1.6. In addition to the instances provided for in paragraph 3.1.5. above, bear personal responsibility where the property damaged was caused to the **HEP** by the guests whether invited or uninvited to the Hostel by the **STUDENT**.
- 3.1.7. Upon completion of studies, or in case of disenrollment due to termination by the **HEP** or academic leave or expelled from, the **STUDENT'S** registration shall in accordance with the established procedure be cancelled and the **STUDENT** shall vacate the Hostel room within five (5) days, having returned to the warden the respective inventory equipment received during the period of living in the Hostel.
- 3.1.8. Before moving in, the **STUDENT** shall pay in full the fees for the entire period of living in the Hostel during the year, with a minimum period of living of one (1) calendar year.
- 3.1.9. In the event of disenrollment due to termination by the **HEP** or the **STUDENT** is evicted from the Hostel due to non-conformance with the Accommodation Rules and Regulations of the **HEP** or the **STUDENT** terminates this Tenancy Agreement during the tenancy period, the accommodation fees paid for the year shall be forfeited. No payments made will be refunded.
- 3.2. The **STUDENT** is not allowed to change rooms or position of where he/she is allocated without seeking approval from the **HEP**. The decision of the **HEP** on whether to change rooms will be deemed final and binding.
- 3.3. The **STUDENT** MUST provide a notice in writing three (3) months before the end of their one (1) year Contract to the **HEP** if they intend to move from the Hostel premises by filling in the Hostel Departure Application Form. The **STUDENT** must make this application on the dates listed below and no exceptions will be entertained.

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SIGNATURES:

On behalf of HEP	STUDENT
	Signature _____
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FULL NAME :	Full Name _____
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