

ON- CAMPUS HOSTEL BOOKING FORM

Procedures

- 1) Please note that booking for Riam Institute of Technology (Riamtec) Hostel can only be processed after payment of Registration Fee to study at Riamtec has been made.
- 2) The Hostel Booking Form has to be filled and must be accompanied by a *Processing Fee of RM50/- & IC/Passport detail page*. Booking is made on a first come, first served basis. In case the room option is fully occupied, we will contact the student/parents for second option.
- 3) Processing Fee will be *forfeited* if a student fails to take up the allocated room in Riamtec Hostel.
- 4) Request to change the check-in-date must be made at least Two (2) working days before the expected check-in-date and is subject to availability of rooms.
- 5) Riamtec reserves the right not to process any incomplete booking forms or where the Hostel Processing Fee is not paid/amount is incorrect.
- 6) Cheques/Telegraphic Transfer/Cash/Credit Card are acceptable and made payable to **RIAM EDUCATIONAL SDN BHD**. Name of Bank: **RHB Bank**, Account No: **2-11025-0005656-7**

Hostel options applied for:

Tick 勾选 (√)	Types of Rooms 宿舍房型		2 months Rental Deposit 两个月 押金 (RM)*	Monthly Rental 月租金 (RM)**	Hostel Access Card 房卡 (RM)**	Processing Fee 手续费 (RM)**	Total Initial Fees Payable 总额 (RM)
	Type A	Single Room with Attached Bathroom 单人房 (附独立浴室)	1180	590	50	50	1870
	Type B	Single Room with Shared Bathroom 单人房	980	490	50	50	1570
	Type C	Twin Sharing with Shared Bathroom 双人房	780	390	50	50	1270

Kindly tick (√) in the box to indicate your preferred room type. (All requests are subject to availability).

* Deposit is refundable (subject to terms & conditions)

** Processing Fee, Hostel Access Card and Rental are non-refundable.

Students Personal Details

Name (in BLOCK LETTERS): _____

MyKad / Passport No.: _____ Gender: Male / Female

Course: _____ Intake Date: _____

Race: _____ Religion: _____

House Phone: _____ Mobile Phone: _____

Email Address: _____

Expected Check-in Date:

Time: Morning / Afternoon (Circle one)

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DD

MM

YY

Next of Kin (Emergency Contact)

Name of Contact Person: _____ Relationship: _____

Office/ House Contact: _____ Mobile Phone: _____

Medical History

Blood Type: _____

Allergies: _____

Any medical condition which may be of concern.

Documents Checklist to be attached with:

- One (1) Passport – Size Photograph
- A photocopy of Identity Card (IC) Malaysian / Passport Information Page for International Students
- A photocopy of the payment receipt of Hostel Booking Processing Fee RM50.00 Payment Paid to RIAM EDUCATIONAL SDN BHD.

Terms & Conditions:

I hereby fully agree that:

1. The information I have written is true and accurate and Riamtec may at its discretion reject this application or revoke its approval should there be inaccuracies of the information provided.
2. The rental payable and quoted above may be subject to change by Riamtec furnishing 2 months written notice.
3. Application for termination of the tenancy needs to be made 1 month from the date of termination and any requests for cancellation before the minimum one (1) Year tenancy period is up, will result in the forfeit of all balance of rental and deposit paid.
4. I have read, understood and shall abide to the TERMS and CONDITIONS governing my stay in Riamtec Hostel.

Signature of Applicant

Date: _____

For Office Use Only

Receipt of Processing Fee RM50.00

Receipt No.: _____

Check-in-Date: _____

Date: _____

Officer: _____