

## ON- CAMPUS HOSTEL BOOKING FORM

Room: \_\_\_\_\_

Kindly attach  
1 recent  
passport size  
photo here

### 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:

Types of Rooms 宿舍房型		* 2 months Rental Deposit (RM)	** Monthly Rental (RM)	*Hostel Access Card (RM)	**Processing Fee (RM)	Total Initial Fees Payable (RM)
Type A1	Single Room Attached Bathroom with Air-Conditioner 单人房附独立浴室和空调	1180	590	50	50	1870
Type A2	Single Room Attached Bathroom without Air-Conditioner 无空调单人房附独立浴室	980	490	50	50	1570
Type B1	Single Room Shared Bathroom with Air-Conditioner 单人房配有空调	980	490	50	50	1570
Type B2	Single Room Shared Bathroom without Air-Conditioner 无空调单人房	780	390	50	50	1270
Type C	Twin Sharing Shared Bathroom with Air-Conditioner 双人房配有空调	780	390	50	50	1270

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

\* Deposit and Hostel Access Card are refundable (subject to terms & conditions)

\*\* Processing Fee and Rental Fee are non-refundable.

### Students Personal Details

Name (in BLOCK LETTERS): \_\_\_\_\_

NRIC/Passport No: \_\_\_\_\_

Gender: Male / Female (Circle one)

Program Enrolled: \_\_\_\_\_

Intake Date: (mm/yyyy) \_\_\_\_\_

Race: \_\_\_\_\_

Religion: \_\_\_\_\_

Mobile Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_

**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.  
\_\_\_\_\_

Expected Check-in Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_\_ Time: **Morning / Afternoon** (Circle one)  
**DD MM YYYY**

**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 may stay in Riamtec Hostel.

\_\_\_\_\_  
Signature of Applicant  
Date: \_\_\_\_\_

**For Office Use Only**  
Receipt of Processing Fee RM50.00  
Check-in-Date: \_\_\_\_\_  
Receipt No: \_\_\_\_\_  
Date: \_\_\_\_\_  
Officer: \_\_\_\_\_