

Tenancy Termination Form

STUDENT SERVICES DEPARTMENT

Name | _____ Student ID | _____ Contact No. | _____

Gender | Male Female Class | _____ Parent Contact No. | _____

Student Email Address | _____ Hostel Address | _____

Room No. | _____

Agreement Period: From _____ to _____ Payee Name (As per MY Card) | _____

Reason(s) of Termination: _____

A fee of RM10.00 will be imposed for any cheque cancellation or replacement due to inaccurate payee's particulars provided.

I understand that the refund processing will be under the Student Services Department discretion and the refund outcome will be notified. The One Academy reserves the right to forfeit my deposits should I have not adhere to the Rules and Regulations and Terms and Conditions set in the Tenancy Agreement.

I hereby acknowledge and agree the above terms and conditions,

Received by

Name | _____

Date | _____

Student Services Personnel

Date | _____

FOR OFFICE USE ONLY**SSD**

Key Return Date:

Electric Charges (RM) | _____

Water Charges (RM) | _____

Other Charges (RM) | _____

Total (A) | _____

Remarks | _____

Finance Department

Rental Deposit (RM) | _____

Utilities Deposit (RM) | _____

Rental Refund (if any) | _____

Total (B) | _____

Total Refund (B – A) | _____

Your opinion is important to us. Additional comments and suggestions are encouraged.

1. What might be the reason that you are terminating your stay with us? (Please circle your answer)

- Wish to stay with friend
- Inconvenient to buy daily needs such as food
- Costing issue
- Internet not stable
- Maintenance were not completed within expected timeline
- Maintenance did not fulfilled within my expectations
- Graduated / Withdrawal / Deferment
- Purchased own property
- Distance / Transport problem
- Others (please specify):
Please state your reason(s) for termination in more detail (if any).

2. If we rectify these hostel-related issues, would you return to stay here? Yes / No
