

**Student Hostel Application Form**

Student Services Department

 New Renew

Name | \_\_\_\_\_

Student ID | \_\_\_\_\_ Class | \_\_\_\_\_

IC / Passport No | \_\_\_\_\_ Gender |  Male  Female

Address | \_\_\_\_\_

HP No | \_\_\_\_\_ Tel No (Home) | \_\_\_\_\_

Emergency Contact No. | \_\_\_\_\_ Emergency Contact Email | \_\_\_\_\_

Hostel Address | \_\_\_\_\_ Room No. | \_\_\_\_\_ Check In Date | \_\_\_\_\_

Current Year &amp; Semester | \_\_\_\_\_ Student Email | \_\_\_\_\_

Booking Fee |  RM400 ( **Non-refundable** )Have Insurance? | Yes  Having own similar insurance coverageNo  I will arrange to buy the insurance on my own before move in to hostel

I hereby understand, acknowledge and agree to abide by the Hostel Rules and Regulations (enclosed), the Terms and Conditions stipulated in the Tenancy Agreement, as well as the following rules:

- (1) Unless it is proven that other similar insurance coverage has been obtained for the duration over my tenancy, I shall obtain the Students' Hospitalisation and Surgical Insurance.
- (2) If I forget to bring my hostel keys and request assistance from SSD personnel during working hours on weekdays, a fee of RM 20 will be charged. For cases beyond working hours on weekdays, including weekends and public holidays, the fee shall be RM50. If keys are lost, full amount of the replacement of padlocks and keys for all housemates will be charged.
- (3) In the event that any Hostel Rules and Regulations is violated, Student Services Department of The One Academy reserves the right to forfeit or withdraw my place in this hostel.
- (4) In case I terminate the tenancy after applying for renewal, the 2 months deposit paid earlier will be forfeited.
- (5) The One Academy reserves the right to amend the abovementioned Terms and Conditions without prior notice.
- (6) Payment can be made via cheque or direct bank-in to **THE ONE ACADEMY OF COMMUNICATION DESIGN SDN BHD** via **Hong Leong Islamic Bank Berhad A/C No: 063-01-46192-6 or Maybank Islamic Berhad A/C No: 562311-308371**. Kindly email to **hostelpayment@toa.edu.my** or fax the bank in slip to us at **603-7490 7910**. Please indicate student Name, Student ID and Class on the bank-in slip for our verification.

The protection of personal data is an important concern to The One Academy and any personal data collected on this form will be treated in accordance with the Personal Data Protection Statement of the institution as listed out in <http://www.toa.edu.my/pdpa-notice/>. By signing this form, you agree and consent that The One Academy may collect, use, disclose and process your personal information set out in this form and/ or provided by you or possessed by The One Academy for one or more purposes stated in <http://www.toa.edu.my/pdpa-notice/>.

\_\_\_\_\_  
Name |

Date |

**FOR OFFICE USE ONLY**

Received deposit RM400 Date | \_\_\_\_\_ Receipt No. | \_\_\_\_\_

Marketing Counsellor Name | \_\_\_\_\_

SSD Coordinator | \_\_\_\_\_ Hostel Viewing |  Yes  No