

Student Hostel Application Form

Student Services Department

 Galaksi Villa Palmville Nautica
 The One Co-Living Space

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 & Semester | _____ Student Email | _____

Booking Fee | 1 month rental (**Non-refundable**)Have Insurance? | Yes Having own similar insurance coverageNo I will arrange to buy the insurance on my own before moving in to the 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 RM20 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) For **Galaksi Villa, Palmville** and **Nautica**, 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)**.
For **The One Co-Living Space**, payment can be made via cheque or direct bank-in to **THE ONE ACADEMY OF COMMUNICATION DESIGN SDN BHD** via **OCBC Bank (A/C No: 701-152074-1)**.
Kindly email the proof of payment to **hostelpayment@toa.edu.my**. Please indicate Student Name, Student ID and Class for our verification.
- (7) The contract for The One Co-Living Space new hostel will be for one (1) year from the date of check-in. Failure to fulfill the one year contract will result in the forfeited of 2 month's deposit.

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

1 Month Booking Fee | _____ Date Received 1 Month Booking Fee | _____

Marketing Counsellor | _____ Receipt No. | _____

SSD Coordinator | _____ Hostel Viewing | Yes No