

## Terms and Conditions

1. Only students successfully registered in any programme conducted by the UNIVERSITY of Nottingham Malaysia Campus (UNMC) and any members of the university may apply for accommodation in UNIVILLAGE.
2. The application form must be completed accurately to facilitate processing by the Manager.
3. UNIVILLAGE MANAGEMENT (the Manager) reserves the right to reject any incomplete application form.
4. UNIVILLAGE MANAGEMENT (the Manager) reserves the right to refuse any room booking application without giving any reason.
5. **Registration & Deposit;** The applicant(s) are required to make room booking via online and to pay the registration fees and 3 months deposit payment which is inclusive of 2 months rental deposit (\*room reservation/earnest deposit & security deposit) & 1 month utility deposit as mentioned herein upon successfully of booking made, failing which the Manager shall have the right to reject the application(s).
6. **Room Rental Payments;** The applicant(s) will be invoice for 1st room rental and payment must be made prior to check in based on payment schedule as stated at Tenancy Agreement.
7. In the event the applicant(s) decides to cancel the booking at any time before or after signing the Tenancy Agreement, deposit and rental payment forfeit subject to **Accommodation Cancellation Policies**.
8. All applicant(s) are required to sign a Tenancy Agreement and agree to abide to the Deed of Mutual Covenants and "Accommodation Handbook" of UNIVILLAGE's.
9. Rooms are allocated based on UNIVILLAGE's allocation policy. The Manager reserves the right to re-allocate room to the applicant at its absolute discretion before handing over keys and execution of any tenancy agreement between the applicant(s) and the Manager.
10. The room rental is determined by the month and is not calculated by the check-in date.
11. Optional facility subscriptions must be the same as room contracts and are non-cancellable.
12. All bookings made are not transferable.
13. The deposit amount cannot be used to offset room rental payment for any years.
14. The applicant(s) bears the cost of paying any charges that are owing with the credit card provider or merchant.
15. In the event the applicant decides to postpone the booking, approval subject to UNIVILLAGE MANAGEMENT (the Manager) discretion.
16. All refundable amounts under the conditions herein shall be claimed by the applicant within 1 month (30 days) from check out date, failing which UNIVILLAGE MANAGEMENT shall be entitled to transfer the said money into a separate account/fund to be applied for whatsoever purposes deemed fit by them. Henceforth the applicant shall have no further claim in respect of such money.
17. In the event the intended applicant(s) of the Demised Premises has not attained the age of majority as provided under Section 2 of the Age of Majority Act 1971, their legal guardian (biological father or biological mother) shall be required to be the applicant (s) in this Agreement.
18. To inform and update UNIVILLAGE's of any change in personal detail.
19. All rental rates, policies, regulation and payment schedule may be subject to change without prior notice to the applicant(s) and at UNIVILLAGE's sole discretion.

### Accommodation Cancellation Policies;

1. Accommodation Cancellation after make online booking and before sign Tenancy Agreement;
  - o Registration fees paid will be forfeited
  - o 1 month deposit (\*Room Reservation/Earnest Deposit) paid will be forfeited
2. Accommodation Cancellation at any time after sign Tenancy Agreement (for new tenant) & Returner's Room Application Form (for current tenant)
  - o Registration fees paid will be forfeited
  - o Deposit fees paid will be forfeited (Rental & Utility Deposit)
  - o Room rental payment will be forfeited

### Notes;

1. Reservation/Earnest Deposit - Advanced payment for the UNIVILLAGE's to secured the room for applicant before signing the Tenancy Agreement
2. Rental Deposit - As a guarantee for any conditions specified in the Tenancy Agreement that has been set and agreed upon by both the UNIVILLAGE's and the applicant.
3. Utility Deposit - to assure there are no over consumption or arrears during stay or after check-out for electricity, water, room maintenance and room cleaning.