

A. GENERAL

1. The Methodist College Kuala Lumpur (*hereinafter referred to as 'the College'*) accommodations are apartment units rented from private owners and open to registered students of the College who need accommodation away from home. Registered students are those who have submitted a complete Application for Admission, paid the Application Fee and the Admission Deposit. The College reserves the right to assign roommates to students. A request may be made if a student wishes to be in the same accommodation with friends, but this is subject to availability.
2. The college reserve the right to move a student to another apartment for various reasons which include (but not limited to) maintenance and apartment closure. The college cannot guarantee but it will do its best to maintain the similar room type.
3. Dedicated staff monitors the physical, emotional and spiritual wellness of the student residents.
4. The MCKL hostels are subject to the rules and regulations in the MCKL Student Handbook and to those of the Apartment Management. Students who persistently ignore these Rules and Regulations will have their tenancy terminated.
5. The hostels may be closed for a maximum of three weeks during semester breaks for maintenance purposes. Student residents are required to be absent from the hostel during this period. Notice will be given in advance to students. No compensation will be given for the duration which the accommodation is closed.
6. The Warden is authorised to visit College accommodation at any time without notice.
7. The College shall not be responsible nor liable for any damage or loss to students' personal belongings.
8. The College reserves the right to increase the rental rates by a reasonable amount on an annual basis. The College also reserves the right to impose/revise any fees/charges for the use of facilities.
9. The College reserve the right to increase the rental of the apartment by giving advance notice of one semester via, notice in the apartment, email, etc.
10. The College will communicate all notices of such changes to the residents by any means.

B. LOCATION & RENT

Accommodation address	Gender Availability	Approximate walking time to/from MCKL	Room types	bathroom attached	Monthly base rent per student (Rooms without AC)	Monthly base rent per student (Rooms with AC)
Villa Scott Condominium Jalan Scott, Brickfields 50470 Kuala Lumpur	Male-only units & Female-only units	8 minutes	Single medium	N	850	950
			Single medium (Larger Unit)	Y	1000	1100
			Twin sharing	N	700	800
				Y	750	850
			Twin sharing (Larger Unit)	Y	850	950
			Triple sharing	Y	650	n/a
			Triple sharing (Larger Unit)	Y	700	800
			Single small	N	500	n/a
Single small (Larger Unit)	N	550	n/a			
Scott Sentral Service Suites No. 28, Jalan Scott, Brickfields 50470 Kuala Lumpur	Female-only units	10 minutes	Single medium	N	800	n/a
			Single medium (Larger Unit)	N	850	950
			Twin sharing	N	700	800
			Twin sharing (Larger Unit)	N	800	900
			Triple sharing	Y	650	750
			Triple sharing (Larger Unit)	Y	700	800
			Single small (Larger Unit)	N	600	n/a
633 Residency Lot 633, Jalan Tebing, Brickfields 50470 Kuala Lumpur	Male-only units & Female-only units	8 minutes	Single medium	N	1000	1100
			Twin sharing	N	n/a	950
				Y	n/a	1000
			Quadruple sharing	Y	n/a	700

C. THE HOSTEL UNIT

Items supplied in each hostel unit	Items supplied for each student residents	Items supplied by student residents
Washing machine, laundry racks, refrigerator, gas cooker with gas supply, broom, dustpan, mop & bucket, waste basket, lockers (padlock not provided), water filter, smoke detector.	Single bed with mattress, work table & chair, wardrobe, book shelf.	Bed sheet, blanket, pillow & pillow case, plates, cups, cutlery, dishwashing detergent, laundry detergent, hangers, clothes pegs, toiletries & toilet paper, padlock for locker, bin liners, extension cords, internet and plug-and-use equipment e.g. boiler jug, rice cooker, etc.

1. Some hostel units may have additional furniture and fittings, such as sofas, TV, ovens, built in cabinets, etc, supplied by the owner. The College is responsible for the maintenance of the facilities in the hostel units. However, student residents who misuse the facilities (e.g. clogging up the toilet bowls or throwing food particles or other stuff down the drain, sinks or toilet bowls) will have to pay the repair charges (Refer to Section K).
2. Student residents are free to use the facilities available in the apartment block such as the swimming pool, gymnasium, etc.
3. Student residents are responsible for cleanliness of their own room and bathrooms. MCKL appointed cleaners will clean the common areas once a week.
4. Bathrooms are not reserved for exclusive use. When required, the attached bathroom in a room must be made available to students residing in other rooms in an accommodation unit.
5. The College does not provide transport services to or from the hostel.

D. BOOKING & CONFIRMATION

1. Complete a Hostel Form and submit to the Marketing Department. A request may be made to be in the same room or unit with friends but this is subject to availability.
2. Pay the Hostel Deposit (RM1500.00) and the Hostel Booking Fee (RM50.00). Refund of the Hostel Deposit is subject to terms and conditions as stated in section G. REFUNDS. The Hostel Booking Fee is non-refundable.
3. Applicants are allowed one (1) change to their rooming prior to check-in without charge. Subsequent changes will be charged an Administrative Fee of RM50.00 per change.
4. A booking is confirmed when the first semester rent has been fully paid. The booking may be released or changed if payment of the first semester rent is not made within seven (7) days before the commencement of the applicant's programme. The date of commencement of a programme is the first day of orientation for that programme.
5. Applicants will be bound to a tenancy of twelve (12) months upon confirmation. If a student resident shortens his/her stay to less than twelve (12) months, the deposit and balance of the rent is forfeited.

E. PAYMENT

1. Payment of rent is to be made on a 6-month billing basis. The invoices will be dated January to June and July to December. Applicants from programmes not commencing in January or July, will be billed from the month that the programme commences until June or December. If the commencement date is between 1-15, a full month will be charged e.g. if the commencement date is 18 April, the first invoice will be from 16 April-30 June (2 ½ months).
2. Payment can be made by cash, cheque, credit card, or banked into our account.
3. All cheques must be crossed and addressed to **METHODIST COLLEGE KUALA LUMPUR (Public Bank Account No.: 3153-4483-00)**. If deposits and / or payments are made via direct bank transfer, please enclose bank-in slip as proof of payment. Applicants may also fax payment slip as proof of payment, providing the student's name, NRIC number and programme to (603)2273 6102 or e-mail to finance.dept@mckl.edu.my
4. Invoices will be issued for College Accommodation rent and all other fees/surcharges/penalties. It is the student's responsibility to ensure that he/she receives all invoices.
5. Invoices for subsequent semesters will be issued in May and November. Payments are to be made and communicated before the due date stated on the invoice, failing which a 5% surcharge will be added to the total amount payable. If any amount invoiced is not paid within 30 calendar days of the due date, the student resident's tenancy will be terminated and deposit forfeited. Should the student wish to continue staying in the hostel, a fresh application will have to be made.

F. ADDITIONAL PAYMENTS

1. Rent is inclusive of electricity, water, air-con servicing and repair, gas and weekly cleaning services.
2. Should the electricity and water bill exceed a pre-determined amount (refer to table below), the excess will be charged equally between all residents.

		Capacity of hostel unit		
		6 pax and below	7 pax	8 - 9 pax
Limit	Electricity	RM 400.00	RM 500.00	RM 600.00
	Water	RM 100.00	RM 100.00	RM 100.00

3. Student residents will have to share the costs of repairing or replacing the apartment owner's equipment e.g. clogged sinks, faulty microwave oven.
4. Plumbing and electrical faults caused by negligence will be charged to all student residents in the unit.

G. REFUNDS

1. All notices of withdrawal (and also programme deferment or extension) must be done in writing to the Marketing Department. We assume tenancy termination is upon completion of the programme unless informed otherwise.
2. Refunds of the payments made by first time student residents will be subject to the following.

14 calendar days before the commencement date*	100% refund of deposit and rent
1 day before the commencement date*	No refund of deposit, 100% refund of rent
On or after the date of commencement date*	No refund of deposit and rent

*The commencement of a programme is the first day of orientation for that programme.

3. Existing student residents who withdraw before **paying at least 12 months' rent** will not be eligible to claim the RM 1500 deposit or any balance of the rent, unless the student resident has completed the programme.
4. If a student is asked to leave the hostel for disciplinary reasons, the deposit and balance of the rent is forfeited.

H. CHECK-IN

1. Check-in is only allowed if the Hostel Booking Fee, Hostel Deposit and first semester rent have been fully paid.
2. Check-in will be two days before the commencement date of the programme. Applicants should inform the Marketing Department of their estimated date and time of check-in. Failure to check into the college accommodation within that period without written notification constitutes a withdrawal and will result in their room being released.
3. Applicants are to visit the Administration & Student Services Department to collect the keys and access card. A key and card deposit of RM 50 will be collected. This will be refunded when the keys and access card are returned at check-out.
4. Students are responsible for the care and maintenance of fittings, equipment and property provided in the accommodation unit at the time of admission. The College expects all the aforementioned to be presented in good condition upon check-out.

I. TRANSFERS

1. Student residents are allowed to apply to transfer to another room or unit. One free transfer is allowed. An Administrative Fee of RM50.00 will be charged for each successive / subsequent transfer.
2. Complete the Hostel Transfer Form and submit to the Marketing Department.
3. If there is no difference in rent, the transfer can be approved immediately, subject to availability of the desired room/ hostel unit.
4. If there is a downgrade in rent, the transfer can be approved immediately, subject to availability of the desired room/ hostel unit. The difference in rent will be carried forward to offset the rent payment for the following semester, or is refunded upon checkout.
5. If there is an upgrade in rent, an invoice will be issued to the student. The additional rent has to be paid for before the transfer can take place, subject to availability of the desired room/ hostel unit.
6. Key and access card exchanges are done at the Administration & Student Services Department.

J. CHECK-OUT

1. If a student wishes to check-out at any point after 12 months stay, written notice must be given to the Marketing Department before the next invoice is issued. No refund will be given for any remaining days.
2. The final check-out date for student residents who have completed their programmes will be shown in the programme calendar. No extension is allowed.
3. The room must be vacated of personal belongings, the floor swept, especially under the tables and bed, disposed trash.
4. Keys and access card must be returned to the Administration & Student Services Department (SSD) on or before the check-out date.
5. The Hostel Deposit (or the balance of the deposit after any deduction) will be refunded ~~60 days~~ after the official final check-out date.
6. Students who are extending their duration of studies are required to inform SSD 3 months before the end of their current programme. Failure to do so will result in the College releasing the student's room for allocation to new student.
7. Students who wish to withdraw before the completion of their programme are to inform SSD 1 month before they complete their programme.

K. PENALTIES

Item	Penalty	Additional Information
Staff assistance to unlock a room or unit door	RM 20.00	-
Allowing a non-resident or any person of the opposite gender into your unit.	RM100.00	-
Lost or damaged key and/or access card	RM100.00 per occurrence	-
All lights, fans, air-conditioners and other electrical appliances left switched on in an empty room/accommodation unit.	RM10.00 per student in the corresponding room/accommodation unit	-
Cost of repairing or replacing malfunctioning equipment	Charged as per required	-
Cost of unclogging toilets and sinks	RM 50.00	Refer to Section C
Excess usage electricity or water	Charged as per required	Refer to Section F

The following penalties may be deducted from the Hostel Deposit upon check-out:

Unreturned keys and/or access card	RM50.00 per day	First seven calendar days after official check-out
	RM500.00	After seven calendar days, regardless keys and/or access card are returned or not.
Removal of personal items from the room	RM50.00	-
Room cleaning and garbage disposal	RM50.00	-
Sticker/poster/tape left on walls, holes drilled into walls	RM10.00 per piece/hole	-