



# INSTITUTE OF SCIENCE AND MANAGEMENT

TB 900, MILE 3, JALAN CHONG THIEN VUN, 91000 TAWAU, SABAH.

TEL: +6089-779623

FAX: +6089-752745

Email: enquiry@ism.edu.my

## ACCOMMODATION APPLICATION FORM

### NOTE

Please write in BLOCK LETTERS (in BLACK or BLUE ink only).

All sections must be completed.

- ① Attach two (2) passport-sized photographs (blue background).
- ② Attach one (1) copy of IC (both sides) for Malaysian Students/Passport (all pages) for International Students.
- ③ Please read and acknowledge the **Conditions of Reservation** (refer to no.6 on page 2) before submitting the application form.
- ④ Please call ISM office at 089-779623 to confirm your reservation before making payment.

\* Failure to comply with the above may result in a delay in processing this application,

1. APPLICANT DETAILS					
Name:					
NRIC/Passport No.:		Date of Birth:		Gender:	
Nationality:		Race:		Religion:	
Contact No.:		Email Address:			
Home Address:					
Programme Enrolled:				Intake/Year:	

2. PERSON TO CONTACT IN CASE OF EMERGENCY			
<i>* Note: Local or foreign agents are not allowed in this capacity</i>			
Name:			
NRIC/Passport No.:		Address:	
Relationship:			
Contact No.:			

3. MEDICAL DETAILS					
Do you have any medical condition that needs attention? <input type="checkbox"/> Yes <input type="checkbox"/> No					
If Yes, please provide details.					
Blood Type:	<input type="checkbox"/> Type AB	<input type="checkbox"/> Type A	<input type="checkbox"/> Type B	<input type="checkbox"/> Type O	
	<input type="checkbox"/> RH (+)	<input type="checkbox"/> RH (-)			

4. ACCOMMODATION TYPE REQUIRED	
<input type="checkbox"/> Twin-sharing Room	<input type="checkbox"/> Single Room (subject to availability)

## 5. SHARE PREFERENCES

Name 1:

Name 2:

## 6. CONDITIONS OF RESERVATION

- ① Only students successfully registered in any programmes conducted by ISM may be considered for this application.
- ② The application form must be completed accurately to facilitate processing.
- ③ Rooms are allocated by ISM. Any request for change is subject to room availability.
- ④ All rental rates may be subject to change without prior notice.
- ⑤ Upon confirmation of the availability of rooms, applicants are required to pay and settle one month rental prior to check in, failing which the reservation would be deemed cancelled.
- ⑥ Any rental paid is not refundable.
- ⑦ All reservations made are not transferable.
- ⑧ The Management reserves the right to change/amend any of the conditions stated where deemed necessary.

*\* Conditions of reservation are subject to change without prior notice.*

## 7. DECLARATION

- ① I understand and accept the above Conditions of Reservation.
- ② I declare that the particulars in this application are true to the best of my knowledge and I have not willfully suppressed any material fact. Any misrepresentation or omission of information will render me ineligible for student accommodation.
- ③ I undertake to make payment of all sums due in a timely manner if my application is successful.
- ④ I fully understand that failure to comply with any of the terms and conditions of stay/hostel rules may result in my eviction from the student accommodation and/or charges being laid against me by ISM.
- ⑤ I formally discharge and release ISM from any liability for injury or loss of possessions due to my neglect.

Name of Applicant:

Name of  
Parent/Guardian:

Signature of  
Applicant:

Signature of  
Parent/Guardian:

Date:

Date:

## FOR OFFICE USE ONLY

**Application received by**

Name:

Offer Letter/Student ID No.:

Expected Check-In Date:

Signature:

Date:

**Application processed by**

Name:

Approved  Reject (see comment)

Room No.:

Room Allocated:

Twin-Sharing  Single

Comments:

Signature:

Date:

Designation: