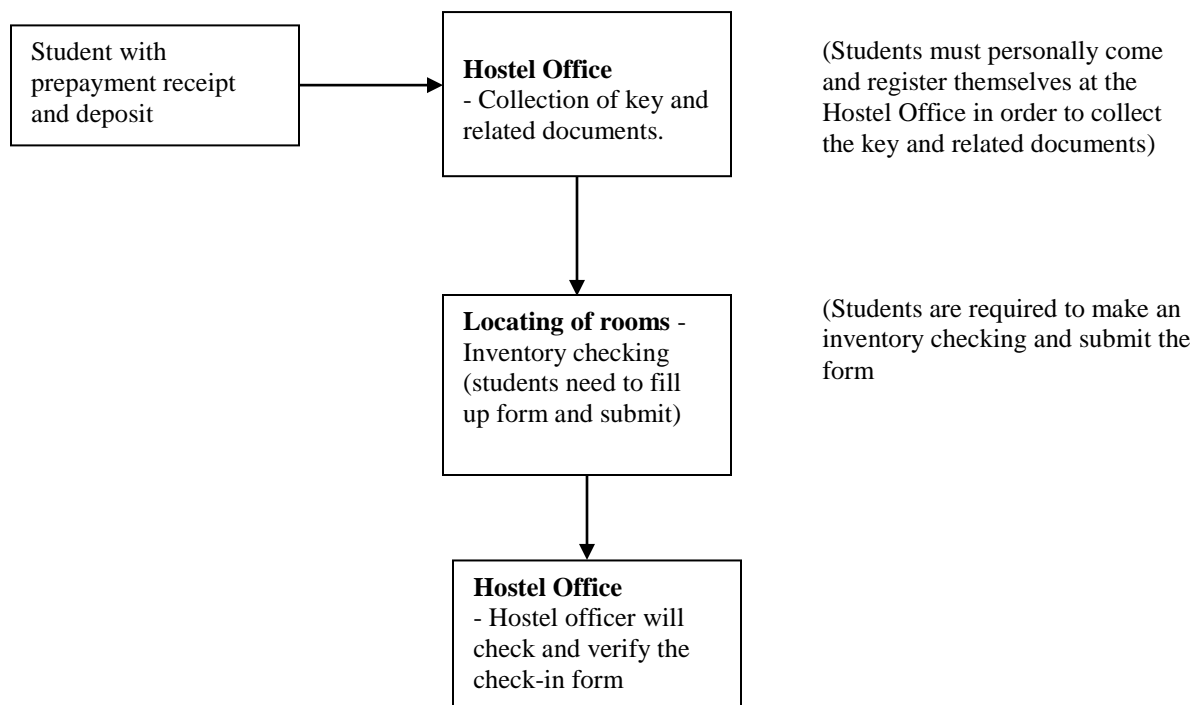


CHECK-IN PROCEDURE (Melaka & Cyberjaya campus)

1. Only successfully selected students will be offered to stay at the in-campus hostel. Upon receiving the hostel offer letter, the students need to make payment for hostel deposit and pre-payment into MMU CIMB account or online transfer.
2. Receipt of the payment needs to be emailed or faxed to the hostel office and bring along during registration day for checking.
3. After completion of hostel registration and getting hostel room key, the student will need to fill up the inventory checklist form.
4. Students need to submit the inventory checklist to hostel office within 10 working days upon registering.

NEW STUDENT / RETURNING STUDENT



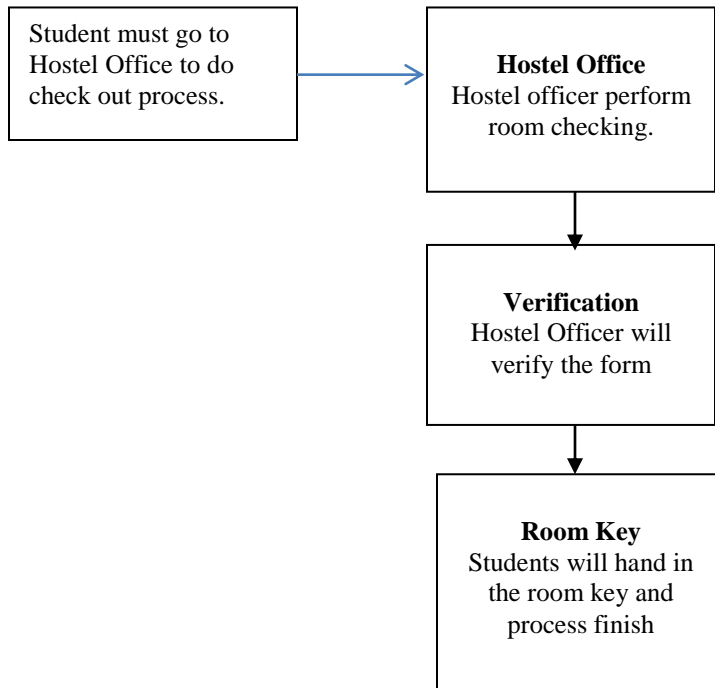
Note:-

The prepayment amount of RM200 should be paid at the beginning of each trimester.

CHECK-OUT PROCEDURE (Melaka & Cyberjaya Campus)

1. At the end of the tenure (Melaka Campus usually one (1) year and Cyberjaya at the end of every academic year), the student need to do check out process.
2. Student must go to Hostel Office to do check out process.
3. Hostel officer will perform inspection of the Room immediately. Hostel Officer will do checking and complete the check-out column in that particular student's inventory checklist. If found any damaged facilities or furniture, Hostel officer will issue summon.
4. The student had to return the room key and sign the form. Hostel Officer will then verify the form in the check-out column and the process is completed.

NEW STUDENT / RETURNING STUDENT



HOSTEL VACATING PROCEDURE (Melaka & Cyberjaya Campus)

1. Upon registering to check-out and returning of room key, room inspection will be carried out. A fine of RM50.00 will be imposed on each individual who leaves his or her room in an unsatisfactory condition.
2. For any damage done to the room or furniture, the room occupants are to pay for the maintenance cost incurred.
3. Student who is found returning room keys which do not belong to his/her registered room will be fined and the application to stay in the hostel for the following trimester will not be entertained.
4. Should we find students not returning their key at the time given, we shall assume that the students have not checked-out at all. Hostel office will continue generating their invoice and the students mentioned will be fined.

TIME FOR CHECKING OUT FROM THE HOSTEL

Cyberjaya:

Male : HB1 Hostel Office
Female: HB4 Hostel Office

Melaka:

F4 Hostel Office

Time:

Monday – Friday: 8.30 a.m. – 5.00 p.m.