



STUDENT AFFAIRS DIVISION

RESIDENTIAL COLLEGE CHECK-IN FORM & LETTER OF UNDERTAKING (LOU)

RESIDENTIAL COLLEGE : _____

PART A : STUDENT INFORMATION

Table with 5 rows and 5 columns for student information: FULL NAME, MATRIC NO. (OLD), MATRIC NO. (NEW), FACULTY, YEAR / SEMESTER, GENDER, PHONE NO., CHECK-IN DATE, CHECK-IN TIME, ROOM NO.

PART B : LETTER OF UNDERTAKING (LOU)

I, indeed and truthfully undertake the following :

- 1. Abide the "Check-in and Check-out" procedures during my stay at this Residential College. *Notes : (1) Accommodation fee will be charged for one semester... 2. Abide all rules, regulations and instructions... 3. Abide guidelines on the usage of the pantry, laundry room and bathrooms... 4. Abide the ruling of not entering the residential block... 5. Maintain the cleanliness of bedroom... 6. Will never change, move or shift as well as damage all fittings... 7. Allow the Residential College Management to access my medical record... 8. Follow all other instructions... 9. Understand that Residential College Management reserves the right to conduct spot checks... 10. Understand that my stay in this college is not permanent...

Hence, I understand that upon my misconduct against the ruling, I can be fined and/ or disciplinary action will be taken against me as stated in the University and College Act 1971. Official notice will be sent to my parents when above mentioned rules are violated.

Verified by :

Name :
Date :

Master / Manager of Residential College; or
Student Affairs Division Officer