

IMU ACCOMMODATION

RULES & REGULATIONS HANDBOOK

Welcome to IMU University. We, the accommodation team, are glad to have you with us and we hope that you'll have a great experience staying in the Accommodation (hereinafter defined). For us to deliver the best experience for you, we need your help to adhere to the Accommodation rules and regulations. You are always welcome to provide feedback or share your ideas for improvement purposes.

The main objective of accommodation rules and regulations is to safeguard the collective interest of all students staying in the Accommodation. This is to ensure that a comfortable and conducive environment is provided for the well-being of all residents.

Students who stay in the Accommodation are required to observe and abide by the accommodation rules and regulations listed below. The rules are subject to change from time to time. Violation of rules will result in disciplinary action and penalties, based on this document.

Please note that the Accommodation Rules and Regulations are not all-inclusive, but they represent a minimum standard of conduct that is expected of you as an IMU student and a resident of the Accommodation.

Official notices can be served electronically (via email) and are deemed final and conclusive.

For accommodation enquiry/feedback, please contact:

Student Services Hub (SSH) IMU University Email:	
E-mail	OSCHelpdesk@imu.edu.my
Tel	03-2731 7559
Office hours	Monday – Friday, 8:30a.m. – 5:30p.m.

In the event of an emergency please contact:

Student Accommodation Warden	
Name	Mr Loke Yan Hin
E-mail	yanhinloke@imu.edu.my
Tel	017-5556416

IMU Accommodation Executive	
Name	Ms Kavitha Kumari A/P Selvarajah
E-mail	Kavithakumari@imu.edu.my
Tel	03-2731 7559 (during office hours)

Contents:

No.	Contents
1	Communication
2	Behaviour and discipline
3	Rental
4	Accommodation tenancy
5	Check-in
6	Check-out
7	Accommodation keys
8	Upkeep of the accommodation
9	Security and safety
10	Late night rules
11	Maintenance / Repairs Request
12	Cooking
13	Force Majeure / Superior Force / Unavoidable Accident
14	Visitors/guests
15	Pets
16	Electrical appliances / items
17	Revision of rules and regulations
18	List of contents & item replacement prices
19	List of misconducts and penalties

RULES AND REGULATIONS PRELIMINARY

- i) The Rules may be cited as the **Accommodation Rules & Regulations, 2024**.
- ii) In these Rules, unless the context otherwise requires: -
 - a. The masculine pronoun includes the feminine and vice versa; the singular pronoun includes the plural and vice versa.
 - b. **“Accommodation”** refers to any of the accommodations provided by the University for the lodging of students.
 - c. **“Accommodation Officer”** refers to any person duly sanctioned by IMU to act on behalf of the IMU Accommodation.
 - d. **“Accommodation Warden/Block Representatives”** refers to the Accommodation staff or assistants (appointed by IMU) with disciplinary functions, power and duties.
 - e. **“Drug”** refers to any drug of substance prohibited by Government of Malaysia including drugs of substance which is for the time being comprised in the First Schedule of the Dangerous Drugs Act 1952 (Revised 1980) (Act 234).

- f. **“Offence”** refers to transgression of a particular condition contained in this Rules & Regulations.
- g. **“Poison”** refers to the definition as set out in the First Schedule of the Poisons Act 1952 (Revised 1989) (Act 366).
- h. **“Residents”** is used to refer to IMU University students staying in the Accommodation under the purview of the University.
- i. **“University”** refers to either IMU University, Student Services Department or Facilities University and Administration Department of the University.
- j. **“University”** refers to IMU University.

1. COMMUNICATION

- 1.1 Communication between the University and Residents with regards to the Accommodation includes, but not limited to, application, payment, maintenance requests, maintenance schedule, cleaning schedule, extension/continuation of stay for the next semester and/ or complaints.
- 1.2 Communication between the University and Residents will be done via email. It is the responsibility of Residents to provide an email to the University and to confirm with the University that the email addresses provided by Residents is accurate and up to date.
- 1.3 All communications must be from the Resident, not Resident’s parent(s) and/ or guardian(s).
- 1.4 The University is not responsible for any issue that arises due to inaccurate and/or outdated email addresses/contact information provided by Residents.
- 1.5 The University is not responsible for any issue that arises due to Resident’s failure in reading email(s) sent by University.
- 1.6 Communication regarding matters concerning the Accommodation (*refer to Clause 1.3*) is solely between University and Residents via email and/or online form.

2. BEHAVIOUR AND DISCIPLINE

- 2.1 Residents are expected to behave in a manner consistent with the good reputation of the University, refraining from any behaviour which could endanger human life or health, or cause damage to property, disturb order and peace in the Accommodation, or curtail the rights and liberties of the other Residents while within the Accommodation and other residents in the apartment. This includes indecent behaviours.
- 2.2 The University reserves the right to evict Residents with immediate effect should there be reasonable grounds to support suspicions that a particular Resident is guilty of an offense that merits eviction.
The following are considered serious offences (Refer to Clause 2.3-2.7)
- 2.3 Smoking (of cigarettes, cigars, pipes and all other substitutes e.g. shisha, e-cigarettes, vape) is not allowed in the Accommodation. Residents guilty of this transgression can and may be fined RM500.00 and are liable to be evicted. This offence is considered a serious offence. (*Refer to Clause 2.17*).
- 2.4 Fighting or any kind of physical violence is strictly prohibited within the Accommodation. Residents guilty of committing such an offence can and may be fined RM500.00 and are liable to be evicted. This offence is considered a serious offence. (*Refer to Clause 2.17*).

- 2.5 Possession and/or consumption of any prohibited drugs in the Accommodation is strictly banned. Residents found committing such an offence can and may be fined RM2000.00 and are liable to be evicted. This offence is considered a serious offence. *(Refer to Clause 2.17).*
- 2.6 Possession and/or consumption of alcoholic beverages in the Accommodation is not allowed. Residents guilty of this transgression can and may be fined RM500.00 and are liable to be evicted. This offence is considered a serious offence. *(Refer to Clause 2.17).*
- 2.7 Vandalism involving functional/cosmetic damage to property belonging to the Accommodation and/or apartment is strictly prohibited. Residents found guilty of committing such an offence can and will be evicted from the Accommodation. The cost of making good any item vandalized will be charged accordingly to the Residents. This offence is considered a serious offence. *(Refer to Clause 2.17).*
- 2.8 Residents are also not allowed to remove any Accommodation properties including but not limited to furniture, kitchen utensils, electrical appliances and fittings. The cost of replacing will be charged accordingly to the Residents.
- 2.9 Possession of weapons or any items considered dangerous and can be used to cause injuries or bodily harm is not allowed in the Accommodation. Residents who wish to keep any ceremonial items that are deemed dangerous by the University should get approval from the Accommodation Officer. Failure to do so can and may result in eviction.
- 2.10 Harassment, defined as offensive behaviour (of sexual, racial, religious, social nature) in verbal, non-verbal, visual, psychological, physical and cyber/virtual form is strictly prohibited. Examples would include (but is not limited to) bullying, intimidation/abusive behaviour aimed at causing humiliation, discrimination motivated by racial/religious/gender prejudice, stalking, invasion of privacy, utilizing of social pressure to cause offense. Residents guilty of committing harassment can and may be evicted.
- 2.11 Littering is viewed as severe neglect and abandonment of Resident's responsibility towards the cleanliness and health standards of the Accommodation as a whole. If deemed to be guilty of transgression, the Resident can and may be served with a warning letter and/or be committed to undertake/participate in clean-up activities and fined RM250.
- 2.12 Parties/gatherings with loud music or noise are not to be held in the accommodation unit. Tenants can have small gatherings to have meals among housemates and neighbours.
- 2.13 It is the responsibility of the Residents to ensure that their parents and room/unit mates are aware of their whereabouts. This is imperative for the Residents to ensure that they are contactable in case of emergencies.
- 2.14 Noise level must be kept low to allow others to study or sleep in comfort. Residents are not to initiate, contribute to or allow to continue, any action which produces noise which disturbs other residents, where noise originating from the unit/room but heard outside the confines of a Resident's own bedroom may be deemed to be excessive. Residents found guilty of transgression of this rule can and may be served with a warning letter, followed by eviction.
- 2.15 Sports activities, roller blade/skate and heavy gym equipment deemed inappropriate by the University are banned in the Accommodation. Any such banned items found can and may be confiscated. Please consult with the University about your plans.
- 2.16 Residents who are guilty of serious offences will be issued a warning letter, University will notify their programme coordinators, Dean and parents/guardian. If a resident commits the same offence again (after the Warning Letter has been issued), the resident will be fined RM500.00 and is liable to be evicted from the Accommodation.

- 2.17 University has the right to conduct spot checks on the Accommodation units during daytime with the students' presents. Accommodation Warden/Block Representatives or other assigned representatives of the University are authorized to conduct the spot checks.

3. RENTAL

- 3.1 Residents are required to make their full payment or with 2 installment payments. Applicants are required to pay the accommodation deposit and rental (based on the selected room type) upon notification from the university prior to check-in. Failure to comply will result in non-guarantee of the accommodation applied for and/or eviction from the accommodation. For any delay in payment, Residents are required to immediately discuss with the Accommodation Officer.
- 3.2 The University will cover utilities (electricity and water) bills up to RM200/month per unit including 70kWh of electricity usage per month per room. If this limit is exceeded, the Residents will be required to pay for the additional usage. The amount exceeded that requires payment by the Resident will be communicated via email.
- 3.3 The University reserves the right to revise the rental rates by giving three (3) months advance notice before the tenancy ends. Such rental revision is solely at the discretion of the University, which is not obliged to state any reasons for such revision.
- 3.4 Applicants with Conditional Offer, who subsequently are unable to meet the entry requirements, the University will provide the applicants with a full refund of Accommodation Deposit and Accommodation Rental paid.
- 3.5 For applicants with Confirmed Offer, should the applicant cancel the Accommodation prior to check-in, there will be no refund of the Accommodation Deposit, and a forfeiture of half (1/2) Semester Accommodation Rental. The balance will be refunded within one (1) month.
- 3.6 After check-in and/or collection of keys, any request for premature termination of the Accommodation within the Accommodation period will result in the total forfeiture by the University of all Accommodation rentals and deposit paid.

4. ACCOMMODATION TENANCY

- 4.1 The minimum tenancy is for a period of one (1) academic year. The duration of the semester may differ based on the academic calendar of the programme enrolled by students. Any request for cancellation or premature termination of the tenancy after check-in will result in the forfeiture of all Accommodation rentals and deposits paid.

- 4.2 Students who wish to stay longer than the minimum tenancy period of one academic year are advised to check availability with the University. Note that the number of semesters in an academic year may differ according to programme.
Room booking is based on a first come first served basis. Terms and conditions apply.
- 4.3 The Resident who wishes to continue to stay for the following academic year, is required to inform the University, at least two (2) months before the end of his/her semester. End of semester is based on the date of the Resident's last exam for that semester.
- 4.4 The Resident who is enrolled in Foundation in Science/Arts programme and wishes to continue to stay on for the degree programme, is responsible and required to inform the University, at least two (2) months before the end of his/her semester. The end of semester is based on the date of the Resident's last exam for that semester.
- 4.5 The University has the right to rent out Resident's room to other IMU students for the following/coming semester if the Resident fails to comply with Clause 4.3 or 4.4.
- 4.6 Tenancy at the Accommodation will be terminated automatically if the Resident is no longer a full-time student of the University.
- 4.7 The University can terminate the tenancy at any time if: (a) The Resident fails to pay any sums due on the due date given; (b) The Resident fails to comply with the Accommodation Rules & Regulations and/or any other term(s) of the tenancy contained herein.

5. CHECK-IN

- 5.1 Check-in dates and time will be informed by the University through email upon completion of payment and confirmation of booking.
- 5.2 In the event that the Resident wishes to check in on a day or at a time other than those specified in the email, a formal written notice (email) must be submitted to the University fourteen (14) days before the expected arrival to facilitate the necessary arrangements. The University has no obligation to entertain those who arrive without prior notice or whose arrival date and/or time was not correctly specified/informed.
- 5.3 Residents are strongly advised not to arrive BEFORE the specified check-in date, as the University does not guarantee the availability of accommodation should Residents arrive prior to the specified check-in date.
- 5.4 Residents who request to switch room/unit before their tenancy expires will not be entertained. The request to switch room/unit will be reviewed on a case-by-case basis, as appropriate. Students are to write to the University Office for this request.
- 5.5 Residents are required to fill in and acknowledge by signing all the relevant check-in forms which will be provided during the check-in process. The forms must be submitted to the University office.

6. CHECK-OUT

- 6.1 Residents are required to remove all belongings and vacate the Accommodation by 12.00 noon on the specified check-out date. The University reserves the right to remove all belongings of the Residents if this is not complied with and shall not be responsible for any loss or damage caused as a result.
- 6.2 No temporary storage is provided. As such, all Residents are to remove all their belongings upon check-out.
- 6.3 Residents must ensure all their belongings (including food) are cleared from the unit including from the rooms, kitchen, kitchen cabinet, refrigerator, living hall, dining area, main entrance walkway, shoe rack and washing area. Residents will be fined RM200 if they fail to comply.
- 6.4 No deferment of check-out date will be entertained. This is crucial to ensure the rooms are ready for the next check-in.
- 6.5 Keys must be surrendered to the University Office on the check-out date. A penalty of RM100 per day will be imposed for any late key surrender.
- 6.6 It is the Residents' responsibility to ensure that the entire unit, rooms and common areas are clean and in good condition before checking out. Residents will be fined RM200 if the room or any part of the accommodation unit is found dirty.

7. ACCOMMODATION KEYS (including access cards)

- 7.1 The following keys will be given to Residents upon check in:
 - a. Room Door – one (1) key
 - b. Unit Entrance Door – one (1) key
 - c. Entrance Padlock (applicable only to some units) – one (1) key
 - d. Main Grill (applicable only to some units) – one (1) key
 - e. Drawer key (applicable only to some units) – one (1) key
 - f. Access card – one (1) card per student
- 7.2 Residents are expected to be solely responsible for the keys and are not allowed to lend the keys to anybody under any circumstances. Residents are also not allowed to make any duplicates of the keys or change any existing padlocks. The misuse of Accommodation keys will lead to a penalty of RM250 and eviction from the Accommodation.
- 7.3 Should there be any damage/loss of keys, Residents should immediately report to the University. Failure to do so may lead to disciplinary action being taken against the Resident. The charges for the replacement of the lockset will be determined by the University. A charge of RM25 will be imposed for every missing key.

8. UPKEEP OF THE ACCOMMODATION

- 8.1 The University will provide cleaning services for common areas. It is the responsibility of the Residents to ensure all their valuables are kept safely and locked at all times during the cleaning services. It is still the responsibility of residents to ensure the cleanliness of the Accommodation is well maintained.
- 8.2 Residents are responsible for cleaning their own room or making the necessary arrangements.
- 8.3 In the Accommodation, single/double beds with mattresses and pillow are provided in all bedrooms and Residents are to bring their own additional pillows, pillowcases, mattress protector, bed sheets, blankets, towels, bathmats etc. A study table with chair, bookshelf and

wardrobe/cupboard are also provided for each Resident. It is the Residents' duty to ensure all the items and furniture are well taken care of.

- 8.4 All garbage bags, especially with leftover food, must be disposed of at designated disposal area regularly.
- 8.5 All air-conditioners, lights and electrical appliances must be switched off when the Resident is not in the room/respective area. If it's kept on when not in use, it will incur cost to your electricity bill if it exceeds the maximum capacity.
- 8.6 Residents must cover their mattresses with their own mattress protector to avoid soiled or damaged mattresses.
- 8.7 Any damage/loss of Accommodation property must be reported immediately to the University. Residents can and may be charged for any missing/damaged property.
- 8.8 It is the responsibility of Residents to ensure the refrigerator (interior/storage compartments) is clean. If the refrigerator is found to be dirty, a penalty of RM100 will be imposed on each Resident. The standard of cleanliness is solely based on the view of the University whose decision will be final.
- 8.9 Maintenance staff and contractors may enter the Accommodation units and/or rooms as and when necessary, in the course of their duty under the directive of the University. This will be done in accordance with respecting privacy and protecting the dignity of the residents, subject to reasonable notice given. For scheduled maintenance work, residents will be notified earlier.
- 8.10 Residents are expected to pay for the costs involved in cleaning, repairing or re-painting of their room if they are not maintained in the conditions they were in at the beginning of the check-in except for normal wear and tear. No nails, screw, heavy duty tapes, double sided tapes, poster and pictures are allowed on the wall, furniture and door.
- 8.11 Residents should have their valuables kept always locked in their rooms and do not leave it at the living room or kitchen area.
- 8.12 Residents are responsible for their own personal safety within the Accommodation unit.
- 8.13 For safety reasons burning candles, incense sticks or cones and mosquito coils without a cover is strictly prohibited. The Residents are advised to use electric mosquito mat vaporizer. Any resident found breaching this rule will be fined RM.
- 8.14 Fire safety equipment must not be tampered with. It is for emergency purposes only. Any Resident found tampering with any Fire safety equipment with evidence or proof, the Resident will be charged a minimum fine of RM300, depending on the severity of the damage caused and the final cost as validated by the third party or the vendor.
- 8.15 The usage of a lift during a fire in the building is not allowed for safety reasons.

9. SECURITY AND SAFETY

- 9.1 It shall be the responsibility of the Residents to lock all doors always including grille door for the protection of their property and that of their roommates/housemates as well as for security reasons. Both the entrance and room doors must always be closed and locked after entering or leaving the Accommodation. If any unit is found not locked during spot checks, a fine of RM150 will be imposed on the Residents.
- 9.2 Residents are solely responsible for the safety of their own valuables by keeping it locked when they are away from the unit.

- 9.3 The University shall not under any circumstances be responsible for any damage, loss or theft of any property, money and other items belonging to the Residents and/or their visitors and any personal injuries suffered by the Residents or their visitors/guests howsoever resulting from the Resident's or their guest's recklessness, willful negligence or negligent use of the apartment or University supplied property or furnishings.
- 9.4 Any resident who finds his/her housemate(s) missing for more than 48 hours must report to the University immediately. This is to enable the University to take immediate action if any untoward incident has taken place.
- 9.5 Residents are advised not to allow any stranger not being University staff for maintenance/spot check purposes, to enter the Accommodation unit.

10. LATE NIGHT RULES

- 10.1 Residents returning in the early hours of the morning are to abide by all the Rules and Regulations of the Accommodation, e.g. not making too much noise.
- 10.2 Residents are advised to maintain minimal noise levels from 10pm-8am.

11. MAINTENANCE/REPAIRS REQUESTS

- 11.1 Residents are required to inform the University of any faulty equipment, lighting, fixtures and fittings, and leakages by completing the Online Maintenance Request form. The form is accessible by scanning the Maintenance Request QR code available in your unit.
- 11.2 For any maintenance request, the repair work will be carried out within three (3) working days (excluding Saturday, Sunday or public holidays). For any maintenance work involving the main structure of the building or needs a replacement such as bed or air conditioner, the work may take a longer period, and Residents will be advised accordingly.
- 11.3 Residents are advised to be physically present at the accommodation during the maintenance work, as notice will be given prior to the maintenance visit. Residents are to give their prior consent to the maintenance team or contractor to proceed with the checks and repairs during their absence. The consent is to be given when the maintenance request is raised.

12. COOKING

- 12.1 Light cooking is allowed in the kitchen area only. However, extreme care must be exercised when doing so. No cooking is allowed in the rooms or other common areas. Residents who are found cooking in the room or non-kitchen areas will be fined RM300.00 and are liable to be evicted. This offence is considered a serious offence. (*Refer to Clause 2.17*).
- 12.2 With due respect to Muslim housemates, residents are advised to store **ONLY 'HALAL' or 'PORK FREE'** food in the refrigerator.
- 12.3 It is the responsibility of the Residents to ensure no left over or expired food is kept in refrigerator and/or kitchen cabinets.

13. FORCE MAJEURE/SUPERIOR FORCE/ UNAVOIDABLE ACCIDENT

- 13.1 In the event that the Accommodation or any part thereof, is damaged or destroyed at any time by fire or explosion or any cause beyond the reasonable control of the University so as to be partially or totally unfit for the Resident's occupation or use, then in every such case (except where the damage is caused/contributed by the act or default of the Resident), the University shall have the right to immediately terminate the Accommodation Agreement and the University shall not be liable to the Residents for any loss or damages occurring/ arisen as the result of such termination and/ or from such fire or explosion either to the personal belonging or safety, wellbeing or life of the Residents.
- 13.2 However, the University shall have absolute discretion to refund pro rata part of the rental with deposit that is proportionate to the period of the semester where the University is unable to provide accommodation due to the said termination of tenancy.

14. VISITORS / GUESTS/ FAMILY MEMBERS

- 14.1 Visitors/Guests are to be at the common area or the Accommodation's lobby if they visit the Residents.
- 14.2 Visitors are strictly prohibited from staying overnight at the Accommodation.

- 14.3 Opposite gender visitors are strictly not allowed in the Accommodation units. Residents who wish to bring opposite gender parents or siblings into the unit must get the prior consent of their housemates and the University.
- 14.4 For safety reasons and the collective interest in the Accommodation, residents are not-to invite visitors for overnight stays.
- 14.5 Support and services will only be provided to the students who are residing in the Accommodation. Residents' family members or other individuals associated with the Residents will not be provided with any support or services by the University.

15. PETS

- 15.1 Pets (all types of animals) are not allowed in the Accommodation. Pets found will be removed from the Accommodation and the Resident will be fined RM150 per pet.

16. ELECTRICAL APPLIANCES / ITEMS

- 16.1 Domestic electrical equipment may be brought into and used within the Accommodation provided that strict adherence to the following is exercised:
- a) Equipment and connecting leads must be serviceable and in a safe condition.
 - b) Strictly no cable running on the floor and from room to room.
 - c) Plugs must be wired in the correct manner and incorporate fuses of the correct rating.
 - d) A plug must supply only one piece of equipment.
 - e) The total load on a wall socket must not exceed 13 amps.
 - f) Mobile air-conditioner is not allowed; and
 - g) Installation of water dispensers is not allowed.
- 16.2 Residents who wish to bring in electrical appliances which are not provided in the Accommodation are advised to seek prior approval from the University.
- 16.3 The University reserves the right to take the necessary action it deems fit if items, classified in these rules and regulations as prohibited items, are found in any room or unit. This may include removal of such items and a fine of RM50 per item.

17. REVISION OF RULES AND REGULATIONS

- 17.1 The University reserves the right to revise the Accommodation Rules & Regulations from time to time and will keep the Residents informed of any changes in the form of email or announcement via the My IMU App.
- 17.2 A Resident residing at the Accommodation under the purview of the University is governed by the rules and regulations herein mentioned.
- 17.3 Residents found breaking any rules at the Accommodation under the purview of the University are liable to be evicted from the Accommodation with a 24-hour notice without any refund being made.

18. LIST OF CONTENTS & ITEM REPLACEMENT PRICES

- 18.1 Table of deduction rates for any furniture and fittings in the apartment belongings to the University that are damaged, spoilt or lost: -

No	Content Items	Penalty/ Fine/ Charges (RM)
1	Key	RM25 per key
2	Water Filter	As per bill
3	Air Conditioner	As per bill
4	TV rack	As per bill
6	Induction Cooker	As per bill
7	Iron	As per bill
8	Iron Board	As per bill
9	Dining table and Chairs	As per bill
10	Coffee table	As per bill
11	Mattress	As per bill
12	Cabinet Locker	As per bill
13	Glass mirror in bathroom	As per bill
14	Oven Toaster	As per bill
15	Internet Access Point	As per bill
16	Study chair	As per bill
17	Study table	As per bill
18	Shoe rack	As per bill
19	Clothes Drying Rack	As per bill
20	Door (room)	As per bill
21	Door (main door)	As per bill
22	Door lock (room/main door)	As per bill
23	Padlock	As per bill
24	Bookshelf	As per bill
25	Electrical Power Point	As per bill
26	Fire extinguisher	As per bill
27	Access Card	RM150 per card
28	Bed, wardrobe, washing machine, clothes drier, curtain, refrigerator, microwave, electric kettle, water heater, Sofa set, other repairs/loss	As per bill

18.2 Residents of each unit are responsible for proper use of the common facilities within the Accommodation (e.g. living hall & kitchen area etc). Repair/replacement costs due to any damage that results from the willful neglect or improper use of the common facilities will be borne equally by the Residents of their respective units.

LIST OF MISCONDUCT AND PENALTIES

Misconduct	Penalties
Smoking (of cigarettes, cigars, pipes and all other substitutes e.g. shisha, e-cigarettes, vapers)	RM500 and eviction
Fighting or any kind of physical violence	RM500 and eviction
Possession and/or consumption of any prohibited Drugs	Report to authorities and disciplinary action, as required.
Possession and/or consumption of alcoholic beverages	RM500 and eviction
Vandalism	Eviction and cost of making good any item vandalized will be charged accordingly to the Resident(s).
Removing any properties in the IMU Accommodation	The cost of replacing the item(s) will be charged accordingly to the Resident(s).
Possession of weapons or any items considered dangerous	Eviction
Harassment	Eviction
Littering or leaving unwanted items in the unit	RM250
Parties or other social gatherings with loud music or sound	Warning letter or eviction
Unacceptable noise level	Warning letter or eviction
Sport Activities, roller blade/skate, heavy gym equipment	Warning letter and item(s) confiscated
Late surrender of keys & Access Cards	RM100 per day
Room and/or Unit is found dirty	RM200
Misuse of Accommodation keys & Access Cards	RM250 and eviction
Damage/loss of keys	RM25 will be charged for every missing key, replacement of the lockset will be determined by the University
Common areas found dirty	Each Resident will be fined RM200
Mattresses are not covered with mattress protector	RM100
Damage/loss of Accommodation property	Charged as per bill

The unit is kept clean and tidy at all times.	Cleaning charges incurred will be billed to the Resident/s with an additional RM200 penalty
Burning candles or mosquito coils without holder and cover. Burn candles or mosquito coils in unit/rooms/spaces that are closed off (without ventilation).	RM150
Tampering with furniture, windows, doors or fire safety equipment.	RM300
Unit found not locked	RM150
Found cooking in the bedroom	Warning Letter and fined RM300
Residents found with any non-resident in Accommodation without prior approval	Eviction
Opposite gender found in the Accommodation without prior approval	Eviction
Pets in the Accommodation	Pets found will be removed from the Accommodation and the Resident will be fined RM150 per pet
Prohibited electrical items found and/or used in the Accommodation	Removal of such items and a fine of RM50 per item