



**KOLEJ AMAN
BATU PAHAT**

HOSTEL RULES AND DISCIPLINE

July 2017
Student Affair

RULES AND REGULATIONS:

1. Terms and Conditions to Stay At the Hostel
2. Basic Rules and Regulations At the Hostel
3. The Do's & Don'ts At the Hostel
4. Visitors - Rules for Bringing In Visitors
5. Inmates' Safety and Health Guidelines
6. Terms and Conditions Related to Hostel Fees

1.0 APPLICATION FOR STAYING IN HOSTEL

- Hostel are provided for boys and girls respectively.

A. Application Form

1. Application form can be obtained from the Hostel Management Officer.
2. Applicants need to fill in all required information and sign the application form.
3. Applicants need to provide home / postal address and telephone number.
4. Successful applicants need to pay RM 120.00 for room and key deposit.

B. Room allocation will be determined by the Hostel Management Officer.

C. Rooms are available to students of every semester.

D. Any inmate who wishes to move out of the hostel should give notice to the Hostel Management Officer and **vacate their rooms within 48 hours.**

E. Students are solely responsible for the safety of their belongings. No claim for loss of property and / or belongings of the students will be entertained by KABP.

F. Inmates who intend to change rooms are required to inform the Hostel Management Officer. They are allowed to change rooms only once. Inmates who change rooms without permission from the hostel management will be dismissed from the hostel.

G. The hostel deposit will be returned by the management after inmates have fulfilled the following requirements:

1. Provide notice prior to vacating the hostel.
2. Return key room without modifying / changing the key.
3. Do Not damage the room facilities.
4. Provide the deposit receipt

**If any of the above requirements is not met by the inmate, the hostel deposit will be forfeited.*

2.0 GENERAL HOSTEL RULES

Every inmate needs to obey the general hostel rules. Disciplinary action including dismissal from the hostel will be taken against any inmate who breaks any rule.

- i. Inmates are required to stay in their allocated room. If the need for changing rooms arises, permission from the hostel management is necessary.
- ii. Inmates are required to see to the safety and cleanliness of their hostel room, facilities and its surrounding. The hostel management has the right to hold back the students' deposit if they damage the hostel facilities.
- iii. Inmates are prohibited from changing their room keys without the permission of the hostel management. In this event that inmates change the keys or the doorknob, they **MUST** be liable for the costs involved and also **PROVIDE** an extra key to the Hostel Management Officer.
- iv. Vandalism to all hostel facilities is prohibited. Inmates are accountable for the good condition of the room furniture and other related furnishings. If damage is found done on purpose, inmates' hostel deposit will be used to pay for repairs. In the event the deposit is not sufficient, inmate **MUST** pay the balance.
- v. Only the hostel management has the right to instruct inmates to change rooms. Inmate need to comply with all instructions given by the hostel management.
- vi. The hostel management has the right to unannounced at any time for the purpose of inspection.
- vii. Inmates are required to report to the hostel management in case of any loss of or damage to their personal belongings. The report will be forwarded to the police for further action.
- viii. All inmate **MUST** abide by the hostel rules and regulations at all times.
- ix. The hostel management personnel and Kolej staff have the right to conduct spot check / inspection at any time necessary. This is to ensure the safety and wellbeing of all inmates.
- x. Residents should abide by the hostel's rules and regulations as instructed while using the hostel facilities.

3.0 Do's & DON'T'S AT HOSTEL

Do's

- Turn off all switches and all water taps before leaving the room.
- Close and lock the gate when entering / leaving the hostel.
- Throw garbage into the dustbin.
- Tidy up your respective rooms.
- Remove all posters / pictures you paste on the walls before vacating your room.

Don'ts

- Inmates **MUST NOT** be involved with drugs OR alcoholic beverages. Any inmate found dealing in drugs will be promptly reported to the police.
- After 10 pm, inmate **MUST NOT** make noise that will disturb the neighbours. In the event of disturbance, the college authorities will not be responsible for subsequent actions.
- **DO NOT** hammer nails into the walls. Do **NOT** damage the room at anytime.
- Girl hostelites **MUST NOT** enter the boys' hostel, or vice-versa.

4.0 RULES FOR VISITORS

- i. Visitors are not allowed into the hostel compound after 11:00pm, except for students' parents / guardians.
- ii. Inmates are not allowed to bring guests to stay in the hostel. Disciplinary action will be taken to those who break this rule.**
- iii. Male visitors are not allowed to be inside the girls' hostel and vice versa.**

5.0 INMATES' SAFETY AND HEALTH GUIDELINES

- i. Inmates need to take care of themselves and also of other fellow inmates.
- ii. Inmates are urged not to be involved in any form of activity that may lead to danger, e.g. playing with fireworks, burning rubbish indiscriminately etc.
- iii. "SAFETY FIRST"**
- iv. Do not litter / dirty the hostel and its compound. Please use the garbage bins that are placed in the hostel.

6.0 TERMS AND CONDITIONS RELATING TO HOSTEL PAYMENT

- i. Inmate should settle the payments for hostel deposit and key deposit during registration.
- ii. Every inmate should pay by 15th of every month, failing which a 5% penalty.
- iii. Successful applicants need to pay RM 120 for room and key deposit. Deposit is imposed on the fee by cash only.

- iv. If the inmates fail to make any payment within the period given, their parents will be notified. If payment is still not received, inmates **MUST** vacate their room.
- v. **The Hostel Payments are as follows :**

<u>SEMESTER</u>	<u>MALE HOSTEL</u> RM 100 per month	<u>FEMALE HOSTEL</u> RM 120 per month
JAN	RM 500	RM 600
MAY	RM 500	RM 600
SEPT	RM 200	RM 240

Note:

Inmates need to refer to the notice board for the latest information.

HOSTEL INMATE’S OATH DECLARATION

I hereby accept the book ‘THE RULES AND REGULATIONS OF STAYING IN KABP HOSTEL’. I have read and fully understood all the rules and regulations in this book and I agree to abide by them.

If I fail to do so, as stated in the ‘THE RULES AND REGULATIONS STAYING IN KABP HOSTEL’, The Hostel Management Department is authorized to take action that will result in either forfeiture of all hostel facilities extended to me or a fine of RM500.

Hostel inmate’s signature : _____
Room No : _____
Passport / IC No : _____
Date : _____

Acknowledged by:

KABP Officer Name:
Date:

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