

CAMOU ACADEMY OF MEDIA ARTS

Hostel Rules And Regulations

Name : _____
NRIC : _____

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1.0 BEHAVIOUR AND DISCIPLINE

1.1 Hostelites are expected to display behaviour, becoming of young men and young women that is acceptable and conforms to the Malaysian custom anywhere within the hostel complex.

1.2 Fighting or any kind of physical violence is not allowed within the hostel complex. Hostelite found committing such an offence will be evicted.

1.3 Possession and/or consumption of any prohibited drugs in the hostel complex or campus area is not allowed. Hostelite found committing such an offence will be evicted.

1.4 Vandalism is a very serious offence. Hostelites found guilty of committing such an offence can or will be evicted from the hostel or barred from continuing his/her studies in the institution. The cost of making good any item vandalized will be charged accordingly to the hostelite.

1.5 Viewing, possession and/or dissemination of pornographic materials (hard or soft copies) in the hostel are strictly prohibited. Hostelite found committing such an offence will be evicted.

1.6 Possession of weapons or any items considered dangerous which can be used to cause injuries or bodily harm is not allowed in the hostel grounds. Hostelites who wish to keep any ceremonial items that are deemed dangerous by the Hostel Management should get approval from the Chief Warden. Failure in doing so will lead to eviction.

1.7 Hostelites found causing embarrassment; unsolicited compliment regarding a person's figure, dressing, make-up; send sexually tainted jokes, rumours and comments; verbal advances and suggestion of a lewd and sexual nature; sending, posting love letters and notes; spreading false rumours with a view to tarnishing other's reputation will be evicted from the hostel and institution.

1.8 Smoking is not allowed in the hostel complex or campus area at anytime. Hostelites caught smoking will be imposed a minimum fine of RM 100.00 and a maximum fee of RM 1000 for outsiders.

1.9 Possession and/or consumption of alcoholic beverage in the campus area are not allowed.

1.10 Parties or other social gatherings in the hostel complex are not permitted without the prior consent of the Hostel Manager.

1.11 It is the responsibility of the hostelites to keep the Hostel Manager informed, if they intend to stay away from the hostel, even if it is just for One (1) night. However, they must inform their parents/guardians of their whereabouts.

1.12 A hostel campus should be a place where people can have the best possible conditions for studying and adequate rest. As such due consideration must be accorded to other hostelites at all times. Noise level must be kept low to allow others the opportunity to study or sleep in comfort. Televisions, radios, Hi-Fi sets must be switched off or volume toned down after **9.30 p.m.** These rules are intended to ensure a conducive environment for all hostelites. Students breaking the above mentioned rule will be reprimanded by the Hostel Manager.

2.0 RENTAL

2.1 Rental fee is collected on a semester basis (i.e. for 3 months).

2.2 Three (3) month deposit has to be paid.

2.3 The rental must be paid by the FIRST WEEK of every semester. After this date, a RM 50.00 penalty will be imposed. FAILURE TO COMPLY WITHIN 2 WEEKS AFTER DUE DATE WILL RESULT IN EVICTION FROM HOSTEL.

2.4 The rental is inclusive of water, electricity and internet charges.

2.5 However, water heater, air-conditional, gas cylinder are NOT included in the rental.

2.6 The Hostel Management reserves the right to revise the current rates from time to time by giving One (1) month's advance notice.

3.0 TERMINATION OF TENANCY

3.1 Hostelites are requested to write in for termination of tenancy at least one (1) month before the end of contract.

3.2 Any request for cancellation or premature termination of the tenancy will result in total forfeiture of all rentals paid.

3.3 The Hostel Management can terminate this Tenancy at any time if:

- The hostelite fails to pay any sums due to the Hostel Management on the first day of the date due
- The hostelite fails to comply with the Hostel Rules & Regulation and/or any other term(s) of this Tenancy.
- There are renovations or upgrades of the hostel complex that need to be carried out as and when required by the Management.

3.6 Residents must return the house keys and room keys to the Hostel Manager upon termination of their tenancy. Upon vacating the rooms, residents must ensure that everything is clean and in order. Those that do not comply with the above will not have their hostel deposits refunded back to them.

3.7 The Management reserves the right to not refund the hostel deposit if there are damages to the hostel or the fixtures and furnitures within the hostel by vacating students.

4.0 CHECK-IN / CHECK OUT

4.1 Assignment of rooms is at the discretion of the Hostel Management. Request of room changing must seek prior approval from Hostel Management.

4.2 Check in schedule :

Monday - Friday 9:00a.m. - 6:00p.m

4.3 Check out schedule :

Monday - Friday 9:00a.m. - 12:00 noon

4.4 Hostelites are to check out all their personal belongings and vacate the room latest by 12:00 noon on the specified checkout date. Hostel Management reserves the right to vacate the room without prior consent of hostelites by transferring all the personal belongings of hostelites to the store room should hostelites fail to comply before 12:00 noon. The Hostel Management is not liable for any damages and lost of items during the transfer process.

4.5 If temporary storage is required, hostelites must pack their belongings in boxes, label them with name and ID No. and be solely responsible for transferring the belongings to the storage venue. The Hostel Management is not liable for any damages and lost of items stored in the said venue.

4.6 Hostelites who need to change the check out date after the Termination Notice is issued to them will have to notify the Hostel Management in writing within 10 days of their termination date. Failure to comply may lead to eviction from the hostel.

5.0 HOSTEL KEYS

5.1 Each student will be given one room key and one security key card for main door access.

5.2 Hostelites are expected to be solely responsible for the keys and are not allowed to lend the keys to anybody under any circumstances. Hostelites are also not allowed to make any duplication of the keys. The misuse of hostel keys will lead to eviction from the hostel.

5.3 Should there be any damage/loss of keys, hostelites should immediately report to the Hostel Management. Failure to do so may lead to disciplinary action being taken. RM50.00 will be charged for processing of the new keys.

5.4 RM10.00 penalty will be imposed on hostelites that forget their keys and would like to borrow key from the Hostel Management Office due to whatever reasons at any one time. The borrowed key must be returned to the Hostel Management Office within 15 minutes whereby failure to do so will lead to a penalty of RM15.00 to be imposed.

6.0 REFUNDS OF HOSTEL DEPOSIT

6.1 Application for refund of Hostel Deposits must be done in the prescribed form obtainable at the CAMA Management Office.

6.2 The Hostel Deposit will only be refunded AFTER the room has been vacated; the Keys returned, and all other monies due to the Hostel Management have been settled.

6.3 The Hostel Deposit cannot be used to offset any outstanding monies owing to the hostel. Hostelites that check out from Hostel without clearing their accounts will have all the outstanding monies being deducted from the deposit. An additional PENALTY equivalent to 25% of the term rental will be charged to the hostelites and be deducted from the remaining deposits.

6.4 Pre-refund of hostel deposit is STRICTLY NOT ALLOWED.

6.5 Refunds of all deposits will take approximately one (1) month to be processed. The refund can be collected from CAMA Finance Department.

6.6 The refund of deposits in cheque will be made payable to the hostelite's name on request unless expressly specified otherwise in writing by the hostelite or hostelite's parent/guardian.

7.0 UPKEEP OF THE HOSTEL

7.1 Hostelites are responsible for keeping hostel and their rooms clean and tidy at all times. Hostelites held responsibility to keep the premises clean and tidy. Everyone work according to duty roster to maintain cleanliness of the premises. A penalty will be imposed for excessively dirty and unhygienic rooms and bathrooms. Failing to obey Hostel Duty Roster Timetable will result in issuing a warning letter to the student. Repeated mistakes leads to expulsion from the hostel without any compromise.

7.2 Wardrobe and single/double decker beds are provided in all bedrooms and hostelites are to bring their own mattress, pillows, bed sheets, blankets, towels, study lights etc.

7.3 Shoes are not allowed to be wear within the premises. All shoes are to keep at designated area.

7.4 All air-conditioners, fans, lights and electrical appliances must be switched off when hostelite is not in the room/respective area. A penalty will be imposed for failure to comply.

7.5 Light cooking is allowed. However hostelites must always keep the area clean up after every use. A cleaning fee of RM80 will be imposed on Hostelites found not cleaning up the area.

7.6 Common hostel furniture must not be moved into other rooms or from one hostel room to another without the consent of the Hostel Manager. A penalty will be imposed for failure to comply.

7.7 Any damage/ loss of hostel property must be reported immediately to the Hostel Manager. Hostelites will be charged for any missing/ damaged properties except damages incurred by normal wear and tear. (see attached for the charges).

7.8 The Hostel Management reserves the right to make spot checks on the hostel units and the bedrooms without having to give prior notice to the students. Hostelites whose standard of housekeeping is not acceptable will be asked to rectify the situation. Should there be no improvement, the bedroom or unit concerned will be cleaned by the cleaning staff and the charges incurred will be billed to the hostelites. Housekeeping standard is in view of Hostel Manager whose decision will be final and not subjected to debate.

7.9 Handymen and contractors may enter rooms as and when necessary in the course of their duty under the directive of the Hostel Management. However every effort will be made to respect the privacy and dignity of the hostelites.

7.10 The Hostel Management reserves the right to move hostelites to other hostel units if there is a necessity.

7.11 Hostelites are expected to pay for the costs involved in cleaning; repairing or repainting 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.

7.12 Posters, Notes or Pictures must be placed on the walls using blue-tac only. Cellophane tape or glue will damage the walls resulting in penalties. No nails, pins or screws may be knocked into the walls or doors of the rooms.

7.13 Laundries are to follow according to timetable agree among hostelites. Clothes are to be hang dry at designated area. Clothes found hanging outside the designated area will be confiscated and disposed accordingly.

7.14 For safety reasons, residents are not allowed to use candles and other flammable materials in the rooms. Burning of joss sticks/incense on religious grounds is not allowed inside the rooms. A penalty will be imposed in such an event.

7.15 Female residents must dispose of their sanitary pads into the sanitary bins provided. Hostelite caught throwing sanitary pads into toilet bowls will pay for the cost of repairs.

8.0 ELECTRICAL APPLIANCES / ITEMS

8.1 Items of domestic electrical equipment may be brought into and used within the hostel complex with the proviso that strict adherence is given to the following:

- 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. A total load on a wall socket must not exceed 13 Amps.

8.2 Restriction to the use of electrical appliance:

- A. Approved items for all hostelite
 - Iron
 - Hair dryer
 - Toaster
 - Personal Computer/ Laptop
 - Alarm Clock
 - Table/Stand Fan

- Study Table Lamp
- Batteries Charger

B. Prohibited items for all hostelites

- Home Theatre System
- Exercise machine
- Music Instrument – Piano /Organ, drum set

C. Items with Pre-arrangement only

- Air-conditional
- water heater
- Mini Fridge in the room
- TV & video game in the room

Usage of any items C which leads to higher charge to electrical bill, will be bill to hostelites.

D. Hostelites must declare all electrical items from the approved items list at least 2 weeks after registration. Those that do not will be forfeit their hostel deposit and such undeclared items will be confiscated.

8.3 The Hostel Management reserves the right to take necessary action it deems fit in the event that items found does not conform to safety standards. This may include confiscation of unauthorized items.

9. VISITORS / GUESTS

9.1 Visitors/Guests are allowed to visit the hostelites during visiting hours as follows:

- Weekdays – 5.00 pm to 10.00 pm
- Weekends and Public holidays – 12.00 noon to 10.00 pm

9.2 It is the duty of the hostelite to inform his/her visitor(s) of the visiting hours and to advise him/her/them to leave no later than 10.00pm. Hostelites found in the company of their visitor/s, including family members, relatives, friends and/or any nonresident in the respective hostel outside the visiting hours in any part of the hostel complex without the prior consent of the Hostel Manager will be evicted.

9.3 Visitors of the OPPOSITE SEX, including parents, family members, relatives, friends and/or anyone staying inside or outside the hostel are STRICTLY NOT ALLOWED to enter the hostelites' room(s) AT ANY TIME, inside or outside the visiting hours, without prior consent of

the Hostel Manager. Hostelites found with a member of the opposite sex inside the room at anytime for whatever reason will be evicted.

9.4 Visitors including parents are not allowed to stay overnight in the hostel rooms without the prior consent of the Hostel Manager. Failure to comply will result in an additional two (2) months rental to be charged and possibly eviction from the hostel.

10.0 SECURITY AND SAFETY

10.1 It shall be the responsibility of the hostelites to lock all doors at all times for the protection of their property and that of their roommates and for security reasons.

10.2 Entrance door and room door must always be closed and locked after entering or leaving the room.

10.3 Hostelites are solely responsible for the safety of their own valuables. All bedroom door, wardrobe and drawers of study table must be padlocked when the hostelites are not inside the room.

10.4 The Hostel Management shall not under any circumstances be responsible for any damage, loss or theft of any property, money and other items belonging to the hostelites and/or their visitors and any personal injuries suffered by the hostelites or their visitors/guests howsoever caused.

10.5 Hostelites are discouraged from having valuable items or large amounts of cash when leaving campus premises.

10.6 Hostelites are not permitted to change rooms or sleep anywhere other than in their own room without the consent of the Hostel Manager. Hostelite found violating the rule will be evicted.

10.7 Any hostelite who finds his/her roommate(s) missing for more than 48 hours, must report to the Hostel Manager immediately. This is to enable the Hostel Management Office to take immediate action if any untoward incident had taken place. Your cooperation is very much appreciated.

11.0 PARKING

11.1 Hostelites who park their vehicles in the hostel / campus will do so at their own risk. The Management will not be held responsible for any lost/damages incurred by the Hostelite.

12.0 MAINTENANCE AND REPAIRS

12.1 Hostelites are required to report to Hostel Manager in case repair works are needed.

12.2 If a Maintenance staff has found that a hostelites has deliberately damaged an item or fixture then he or she will be charged accordingly.

12.3 If the damaged is caused by misuse of an item or fixture, hostelites are to share among the charged of repair/ replacement of item.

13.0 SECURITY IN RESIDENCE

13.1 Access to small gate is solely for students academic convenient only. The last access to the gate will be at 11:15pm after check out from campus computer lab.

13.2 Please be reminded that this gate is not for student's leisure convenient exit. Any students who stay out late, not for academic purposes, please use the main entrance for exit.

13.3 Gate are required to lock all time, unless otherwise stated by Taman Tampoi Indah Utama Resident Association.

13.4 Should any of our students abuse this facility, Taman Tampoi Indah Utama Community will close back the gate access and students will have to use the main entrance.

14.0 EMERGENCY

14.1 In case of emergency outside office hours, please contact
(i) the Hostel Manager or
(ii) the Studio Manager

The mobile number will be provided to students.

15.0 REVISION OF RULES AND REGULATIONS

15.1 The Hostel Management reserves the right to revise the Rules and Regulations from time to time and will keep the hostelites informed of any changes in the form of memorandum and notices on the Notice Boards.

15.2 A hostelite residing at any of the hostel under the purview of this institution is governed by the rules and regulations herein mentioned.

15.3 Hostelites found breaking any hostel rules at any of the hostel (s) under the purview of this institution are liable to be evicted from the hostel and can also be expelled from the institution within 24 hours. The equivalent of 50% of the term's rental will be forfeited from the hostel deposit.

CAMOU ACADEMY OF MEDIA ARTS

List of Item In Hostel and Cost of Replacement Or Loss

No	ITEM	FINE (RM)
1.	Air Conditional	1500
2.	Ceiling Fan	200
3.	Heater	400
4.	Beds	500
5.	Table	200
6.	Chair	100
7.	Furniture at Common Area	1000
8.	Window	200
9.	Window Curtain	100
10.	Door Lock	50
11.	Light	50
12.	Stove	200
13.	Refrigerator	2000
14.	Washing Machine	1500
15.	Internet Modem	500
16.	Sofa Set	2000
17.	Fire Extinguisher	200

**** Price listed are for ONE unit.**

Offences & Penalty

No	ITEM	FINE (RM)
1.	Possessing dangerous weapons / drugs / stolen items	Expulsion
2.	Allow opposite sex into student's room without prior approval by Management. Non resident who remain inside hostel after visiting hour without prior approval by Management.	*
3.	Damaging / vandalizing any fixtures in the hostel Vandalizing or removing hostel / school property	Warning + Pay compensation according to damage
4.	Misuse of fire extinguisher	Warning + 150
5.	Possessing pornography, prohibited reading materials or audio visuals. Possessing / drinking alcohol / liquor in hostel Possessing / using hazardous chemical substances or medications	*
6.	Failure to vacate room & hand over key within stipulated period Failure to vacate room at the end of the period of tenancy	Warning + To pay compensation based on the number of days overstayed
7.	Failure to switch off lights/ fans before leaving the hostel / rooms	50
8.	Any criminal activity such as stealing, blackmailing, sexual harassment, spying opposite sex, fighting etc.	Warning + To be sent to police + Expulsion
9.	Disturbing the peace after 10p.m.	Warning + 50
10.	Smoking in room / bathroom / hostel	Warning + 100
11.	Towel / cloths hanging outside designated area Shoes keep outside designated area	Verbal Warning Item will be throw away for repeat mistake

12.	Failure to keep room neat & tidy Failure to keep bathroom clean Littering hostel compound Failure to obey Hostel Duty Roster Timetable	* + 50
13.	Nailing poster / picture on the wall	50
14.	Improper dressed around hostel area	Verbal Warning + 20
15.	Failure of bringing the keys to unlock the hostel / room door	10
16.	Failure to return borrowed key	15
17.	Losing house / room keys	50
18.	Failure to return hostel after 11p.m.	*
19.	Repeatedly breaking hostel rules & regulations	*

Warning System

* Verbal Warning

* 1st Warning Letter

* Stern Warning Letter

* Expulsion

Rental Agreement

SEMESTER-BY-SEMESTER

This rental agreement, dated _____, is between

_____, student,
and **CAMOU STUDIO & ACADEMY SDN. BHD.** for the hostel located at
08, Jalan Titiwangsa 19, Taman Tampoi Indah Utama, 81300, Johor Bahru. Or
53, Jalan Titiwangsa 19, Taman Tampoi Indah Utama, 81300 Johor Bahru.

The student acknowledges reading and understanding this agreement and the rental policy that is part of this agreement. The student's signature below indicates acceptance of all terms and conditions of this rental agreement and the rental policy.

_____ [School] _____ [Date]

_____ [Tenant] _____ [Date]

Hostel Residence Registration Form

Personal Information of Student Resident		
Full Name As in IC		
IC No		
Contact No		
Home Address		
In case of emergency, please contact:		
Name	Relationship	Contact No
Medical conditions, Special Needs, please list out accordingly if applicable, or input N/A if not applicable.		
Medication Allergies		
Medical Conditions		

Emergency Medical Treatment:

I, _____, grant my authorization and consent to Camou Studio &
(Parent / Guardian Name)

Academy personnel on duty to administer any medical treatment in any emergency for my child as above name.

(Signature) (Date)

For Office Use

