



**INTERNATIONAL MEDICAL UNIVERSITY
ACCOMMODATION RULES & REGULATIONS**

Welcome to IMU. We, the hostel/accommodation team is glad to have you with us and we hope that you'll have a great experience staying in IMU hostel. In order for us to deliver the best experience for you, we need your help to adhere to the hostel rules and regulations. You are always welcome to provide feedback or share your ideas for improvement purposes.

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

Students who stay in IMU hostels have to observe the hostel rules and regulations as listed below. The rules are subject to modification from time to time. Violation of rules will result in strict disciplinary action, based on this document.

Please note that the Accommodation Rules and Regulations is not all-inclusive but it represents a certain minimum standard of conduct that is expected from you as the IMU student and future healthcare professional.

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

For accommodation enquiry/feedback, please contact:

Student Services Hub (SSH)
International Medical University
Email: sshub_hostel@imu.edu.my
Tel: 03-2731 7707 / 7708
Office hours: Monday – Friday, 8:30a.m. – 5:30p.m.

Contents:

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

RULES AND REGULATIONS

PRELIMINARY

- i) The Rules may be cited as the **Hostel Rules & Regulations, 2019**.
- 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. "**Management**" refers to either Student Services Department or Facilities, Maintenance and Administration Department;
 - c. "**Residents**" is used to refer to every student staying in the hostel under the purview of the Management;
 - d. "**Hostel**" refers to any of the accommodation provided by the Management for the lodging of students;
 - e. "**University**" refers to International Medical University (IMU);
 - f. "**Accommodation Officer**" refers to any person duly sanctioned by IMU to act on behalf of the Hostel;
 - g. "**Hostel Block Representatives**" refers to the Hostel Assistants with disciplinary functions, power or duties;
 - h. "**Offence**" refers to transgression of a particular condition contained in this Rules & Regulations;
 - i. "**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);
 - j. "**Poison**" refers to the definition as set out in the First Schedule of the Poisons Act 1952 (Revised 1989) (Act 366)

1. COMMUNICATION

- 1.1 Communication between Management and Residents in regards to IMU Accommodation includes, but not limited to, application, payment, maintenance requests, maintenance schedule, cleaning schedule, extension/continue of stay for the next semester.
- 1.2 Communication between Management and Residents will be done via email. It is the responsibility of Residents to provide email to the Management and to confirm with Management that the email(s) provided by Residents is accurate and up to date.
- 1.3 Email(s) provided by Resident must belong to the Resident, not Resident's parent(s).
- 1.4 The Management is not responsible for any issue arises due to inaccurate and/or non up-to-date email(s)/contact information provided by Residents.
- 1.5 The Management is not responsible for any issue arises due to Resident's failure of reading email(s) sent by Management.
- 1.6 Communication regarding matters concerning IMU Accommodation (*refer to Clause 1.3*) is solely between Management 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 Hostel, or curtail the rights and liberties of the other Residents while within the Hostel and other residents in the apartment. This included indecent behaviours.
- 2.2 The Management 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.
- 2.3 Smoking (of cigarettes, cigars, pipes and all other substitutes e.g. shisha, e-cigarettes, vape) is not allowed in the Hostel. Residents guilty of this transgression can and may be fined RM500.00 and evicted. This offence is considered as a serious offence. *(Refer to Clause 2.17)*
- 2.4 Fighting or any kind of physical violence is strictly prohibited within the Hostel. Residents guilty of committing such an offence can and may be fined RM500.00 and evicted. This offence is considered as a serious offence. *(Refer to Clause 2.17)*
- 2.5 Possession and/or consumption of any prohibited Drugs in the Hostel are strictly prohibited. Residents found committing such an offence can and may be fined RM500.00 and evicted. This offence is considered as a serious offence. *(Refer to Clause 2.17)*
- 2.6 Possession and/or consumption of alcoholic beverages in the Hostel are not allowed. Residents guilty of this transgression can and may be fined RM500.00 and evicted. This offence is considered as a serious offence. *(Refer to Clause 2.17)*
- 2.7 Vandalism involving functional/cosmetic damage to property belonging to the Hostel and/or apartment is strictly prohibited. Residents found guilty of committing such an offence can and will be evicted from the Hostel. The cost of making good any item vandalized will be charged accordingly to the Residents. This offence is considered as a serious offence. *(Refer to Clause 2.17)*
- 2.8 Residents are also not allowed to remove any IMU Hostel 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 Viewing, possession and/or dissemination of pornographic materials (hard/soft copies) in the Hostel are strictly prohibited. Residents found committing such an offence can and may be evicted.
- 2.10 Possession of weapons or any items considered dangerous and can be used to cause injuries or bodily harm is not allowed in the Hostel. Residents who wish to keep any ceremonial items that are deemed dangerous by the Management should get approval from the Accommodation Officer. Failure in doing so can and may result in eviction.
- 2.11 Harassment, defined as offensive behaviour (of sexual, racial, religious, social nature) in verbal, non-verbal, visual, psychological, physical and cyber/virtual form is strongly 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.
- 2.12 Littering is viewed as severe neglect and abandonment of Resident's responsibility towards the cleanliness and health standards of the Hostel 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.

- 2.13 Parties or other social gatherings in the Hostel are not permitted without the prior consent of the Management. Infringement of this rule will result in a warning letter being served to all Residents involved.
- 2.14 It is the responsibility of the Residents to ensure that their parents and room/unit mates are aware of their whereabouts. This is imperative to ensure that the Resident will be contactable in case of emergencies.
- 2.15 Noise level must be kept low to allow others the opportunity 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 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.
- 2.16 Ball games, roller blade/skate and heavy gym equipment deemed inappropriate by the Management are banned in the Hostel. Any banned equipment found can and may be confiscated. Please consult with Management on your plans.
- 2.17 Residents who are guilty of serious offences (*excluding clause 2.5*) will be issued a Final Warning Letter, Management will notify their programme coordinators, Dean and parents/guardian. If a resident commits the same offence again (after the Final Warning Letter has been issued), the resident will be fined RM500.00 and evicted from the hostel.
- 2.18 Management has the rights to conduct spot checks in Hostel units from time to time without prior notifications. Hostel Block Representatives are authorized to conduct the spot checks.

3. RENTAL

- 3.1 Residents are required to make their payments at the IMU Cashier Office before the start of the semester. FAILURE TO COMPLY WILL RESULT IN EVICTION FROM THE HOSTEL. For any delay in payment, Residents are required to immediately discuss with Accommodation Officer.
- 3.2 The rental is inclusive of water and electricity but there is a limit to the subsidy provided by the Management. Information regarding the specific limit amount can be obtained from the Accommodation Officer. Any amount exceeding the limit will be borne by the Residents. The amount will be emailed to the Residents.
- 3.3 The Management reserves the right to revise the current rates from time to time by giving one month's advance notice. Such rental revision is solely at the discretion of the Management, who is not obligated to attach any reasons for such revision.

4. HOSTEL TENANCY

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

- 4.2 **The maximum period of tenancy at the Hostel is stated below.** Malaysian students who wish to stay longer are advised to check the availability with the Management. Room booking is based on first come first served basis. Terms and conditions apply.

Student Category	Maximum Duration
Malaysian Students	1 semester
International Students	Entire study period (optional)

- 4.3 Resident who is enrolled in **degree programme**, that wishes to continue to stay for the next semester, is responsible and require to inform the Management, at least three (3) months before the end of his/her semester. (End of semester is based on the date of Resident’s last exam paper for that semester)
- 4.4 Resident who is enrolled in **Foundation in Science programme**, that wishes to continue to stay for the next semester, is responsible and require to inform the Management, at least two (2) months before the end of his/her semester. (End of semester is based on the date of Resident’s last exam paper for that semester)
- 4.5 Management has the right to lease Resident’s room to other IMU student for the coming semester if Resident fails to comply to Clause 4.3 or 4.4.
- 4.6 Tenancy at the Hostel will be terminated automatically if the Resident is no longer a full time student of the IMU.
- 4.7 The Management can terminate the tenancy at any time if: (a) The Resident fails to pay any sums due to on the first day of the date due; (b) The Resident fails to comply with the Residence 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 Management through email once the payment is done and booking had been confirmed.
- 5.2 In the event a Resident wish to check-in on a day or time other than those specified in the email, a formal written notice (email) must be submitted to the Management, fourteen (14) days before the expected arrival to facilitate the necessary arrangements. There is no obligation on the Management to entertain those who arrive without notice or when arrival date and/or time is not specified.
- 5.3 Residents are strongly advised not to arrive BEFORE the specified check-in date as the Management does not guarantee the availability of accommodation should Residents come in prior to the specified check-in date.
- 5.4 Residents who request to switch rooms before their tenancy due will be imposed RM100 in Administration fees for each room switch.
- 5.5 Residents are required to fill and acknowledge by signing all the relevant check-in forms which will be provided during the check-in process. The forms must be returned to Management office.

6. CHECK-OUT

- 6.1 Residents are required to remove all belongings and vacate the accommodation by 12.00 noon latest, on the specified check-out date. The Management reserves the right to remove all belongings 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) must be cleared from the unit including their room, kitchen, kitchen cabinet, refrigerator, living hall, dining area, main entrance walkway, shoe rack, washing area and balcony. 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 Management Office on the check-out date. A penalty of RM100 per day will be imposed for any late key surrender.
- 6.6 It is Residents' responsibility to ensure their rooms and apartments are clean and in good condition before checking out. Residents will be fined RM200 if the room/apartment is found dirty.

7. HOSTEL KEYS

- 7.1 Three types of keys will be given to Residents upon check in:
 - a. Room Door – one (1) key
 - b. Entrance Door – one (1) key
 - c. Entrance Padlock – one (1) key
- 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 Hostel keys will lead to a penalty of RM250 and eviction from the Hostel.
- 7.3 Should there be any damage/loss of keys, Residents should immediately report to the Management. Failure to do so may lead to disciplinary action being taken. The charges for the replacement of the lockset will be determined by the Management. A penalty of RM25 will be charged for every missing key.
- 7.4 RM10.00 penalty will be imposed on Residents who would like to borrow a spare key from the Management. The borrowed key must be returned to the Management within 30 minutes and failure to do so will lead to a penalty of RM25.00.

8. UPKEEP OF THE HOSTEL

- 8.1 The Management will provide cleaning services for common areas and rooms. Residents are required to hang **"Clean My Room"** tag clearly indicating their wish. It is still the responsibility of residents to ensure the cleanliness of the hostel is taken care of. If the room is found dirty and/or messy during spot checks, Resident will be fined RM200.

- 8.2 Should the Residents choose the room not to be cleaned by cleaners, the Residents are responsible for keeping their individual room clean and tidy at all times. It is the responsibility of the Residents to ensure all their valuables are kept safely.
- 8.3 In the Hostel, single beds with mattresses are provided in all bedrooms and Residents are to bring their own pillows, bed sheets, blankets, towels, and etc. A study table with chair, book shelf, mirror and wardrobe/cupboard are also provided for each Resident. It is the Residents' duty to ensure all the items and furniture is well taken care of.
- 8.4 Street shoes are not allowed to be worn into the Hostel unit and must be arranged neatly on the shoe racks provided.
- 8.5 It is the responsibility of Residents to ensure the common areas which includes toilets, hall, balcony, kitchen and washing area is clean. If the place is found dirty during the spot checks, each Resident will be fined RM50.
- 8.6 All garbage bags especially with leftover food must be disposed at designated disposal area on daily basis.
- 8.7 All air-conditioners, lights and electrical appliances must be switched off when the Resident is not in the room/respective area. A penalty can and may be imposed for failure to comply. A fine of RM50 will be imposed for every item left on found during spot checks.
- 8.8 All furniture provided must not be moved without the consent of the Management as they are meant to be placed at the already specified locations. A penalty can and may be imposed should furniture be found to be moved.
- 8.9 Residents must cover their mattresses with their own bed-sheets at all times. A penalty of RM50 will be imposed for failure to comply or if the mattress is soiled.
- 8.10 Any damage/loss of Hostel property must be reported immediately to the Management. Residents can and may be charged for any missing/damaged property.
- 8.11 The Management reserves the right to make spot checks on the Hostel units and the bedrooms without having to give prior notice to the Residents. Residents 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 Resident with an additional of RM200 of penalty. Housekeeping standard is solely based on the view of the Management whose decision will be final and not subjected to debate.
- 8.12 Residents are required to label all their food/ container/ item in the refrigerator/ kitchen/common area. Any food/ container/ item found to be unlabelled will be discarded without prior notice.
- 8.13 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 Management whose decision will be final and not subjected to debate.
- 8.14 Maintenance staff and contractors may enter the Hostel units and/or rooms as and when necessary in the course of their duty under the directive of the Management. This will be done in accordance with respecting the privacy and protecting the dignity of the residents, subject to reasonable notice given. For scheduled maintenance work, residents will be notified earlier via emails.
- 8.15 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.

- 8.16 Residents are strictly not allowed to store their personal belongings in the common area. All items stored or found in the common area can and may be confiscated. Books and study materials are excluded from the list but Residents must ensure they are kept in proper order.
- 8.17 Residents are responsible for their own personal safety with regards to usage of the balcony.
- 8.18 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 RM150.
- 8.19 Fire safety equipment must not be tampered with, other than for emergency purposes only. Any Resident found tampering any Fire safety equipment with evidence or proof the Resident will be charged of minimum fine of RM300 or depending on the severity of the damage caused and the final cost validated by the third party or the vendor.
- 8.20 The usage of lift during any emergency evacuation such as fire is strictly prohibited.

9. SECURITY AND SAFETY

- 9.1 It shall be the responsibility of the Residents to lock all doors including grille door at all times for the protection of their property and that of their roommates/housemates as well as for security reasons. Both the entrance and room door must always be closed and locked after entering or leaving the Hostel. If any unit found not locked during spot checks, a fine of RM50 will be imposed on the Residents.
- 9.2 Residents are solely responsible for the safety of their own valuables. Bedroom door must be locked when the Residents are not inside the room.
- 9.3 The Management 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, wilful negligence or negligent use of the apartment or Management supplied property or furnishings.
- 9.4 Residents are not permitted to change rooms or sleep anywhere other than in their own bedroom without the consent of the Management. Residents found violating the rule will be evicted.
- 9.5 Any resident who finds his/her roommate(s)/housemate(s) missing for more than 48 hours must report to the Management immediately. This is to enable the Management to take immediate action if any untoward incident had taken place.
- 9.6 Residents are advised not to entertain or permit any strangers to enter the Hostel 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 Hostel, e.g. not making too much noise.
- 10.2 Residents are advised to maintain reasonable noise levels and not to produce excessive noise from 10pm-8am.

11. MAINTENANCE/REPAIRS REQUESTS

- 11.1 Residents are required to inform Management on any faulty equipment, lighting, fixtures and fittings, and leakages by filling the Online Maintenance Request form via <https://form.jotform.me/70091287187461>
- 11.2 For any maintenance request, the repair work will be carried out maximum within three (3) working days (excluding Saturday, Sunday or any public holidays). For any maintenance work involves 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 at the Hostel during the maintenance work as notice will be given prior to the maintenance visit. In the absence of the Residents, the maintenance team or contractor will proceed with the checks and repairs.

12. COOKING

- 12.1 Light cooking is allowed at the kitchen area only. However, extreme care must be exercised when doing so. No cooking is allowed in the rooms. Residents who are found cooking in the room will be fined RM250.00 and evicted. This offence is considered as a serious offence. *(Refer to Clause 2.17)*
- 12.2 With due respect to Muslim Housemates, Residents are advised to store **ONLY 'HALAL'** food in the refrigerator.
- 12.3 Residents must ensure all dishes and cutleries are washed and kept neatly at all times. Any apartment found with unwashed items, the respective Residents will be fined RM50.
- 12.4 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 Hostel or any part thereof which is the subject to Clause 3 of the Hostel Rules & Regulations, should be the caused at any time by fire or explosion or any cause beyond the reasonable control of the Management 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 Management shall have the right to immediately terminate the Accommodation Agreement and the Management shall not be liable to the resident for any damages occurring as the result of such termination.
- 13.2 However, the Management shall have absolute discretion to refund pro rata part of the rental that is proportionate to the period of the semester where the Management is unable to provide accommodation due to the said termination of tenancy.

14. VISITORS / GUESTS

- 14.1 Visitors/Guests are encouraged to visit Residents at the common area or the apartment's club house.
- 14.2 All residents must request for permission from the Management in writing, at least 2 (two) weeks in advance, if their parents or siblings want to stay overnight in the Hostel unit. Non family members are strictly prohibited from staying overnight. Failure to comply can and

may result in eviction from the Hostel. Resident are required to write in via hostel@imu.edu.my to inform the overnight stay.

- 14.3 Residents found in the company of their visitor(s), including family members, relatives, friends and/or any non-resident at the Hostel without the prior consent of the Management can be evicted. Residents are responsible for the conduct of their visitors.
- 14.4 Opposite gender visitors are not allowed into the Hostel units. Residents who wish to bring in opposite gender parents or siblings must get the consent of their housemates and Management.
- 14.5 For safety reasons and collective interest of hostel, residents are not encouraged to invite visitors for overnight stay.

15. PETS

- 15.1 Pets are not allowed in the hostel. Pets found will be removed from the Hostel 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 Hostel with the provision 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.
 - f) Mobile air-condition is not allowed
- 16.2 Residents who wish to bring in electrical appliances which are not provided in the Hostel are advised to seek approval from the Management.
- 16.3 The Management reserves the right to take necessary action it deems fit in the event that items in the prohibited list 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 Management reserves the right to revise the Hostel Rules & Regulations from time to time and will keep the Residents informed of any changes in the form of a memorandum and notices on the Notice Boards.
- 17.2 A Resident residing at the Hostel under the purview of the Management is governed by the rules and regulations herein mentioned.
- 17.3 Residents found breaking any rules at the Hostel under the purview of this institution are liable to be evicted from the Hostel 24 hours 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 belonging to the Management that are damaged, spoilt or lost:-

No	Content Items	Penalty/ Fine/ Charges (RM)
1	Key	25
2	Water Purifier	200
3	Air Conditioner	1200
4	TV Rack	500
5	TV Set	1000
6	Study table lamp	50
7	Induction Cooker	250
8	Cooking stove	300
9	Iron	80
10	Iron Board	80
11	Dining table and Chairs	1000
12	Coffee table	400
13	Mattress	280
14	Mattress protector	48
15	Locker	350
16	Glass mirror	100
17	Toaster	130
18	Rice Cooker	100
19	Internet Access Point	400
20	Study chair	150
21	Study table	350
22	Shoe rack	150
23	Cloth Drying Rack	150
24	Door (room)	700
25	Door (main door)	1200
26	Door lock (room/main door)	150
27	Padlock	100
28	Bookshelf	As per bill
29	Electrical Power Point	As per bill
30	Fire extinguisher	As per bill
31	Bed, wardrobe, washing machine, clothes drier, curtain, refrigerator, microwave, electric kettle, water heater, Sofa set , other repairs/loss – As per bill	As per bill

18.2 Residents are entitled to a light bulb change in their room free of charge once every 6 months. However, Residents are responsible for the cost of each subsequent light bulb replacement (unless there is an electrical wiring issue in the room)

18.3 Residents of each floor are responsible for proper use of the common facilities within the hostel (e.g. common toilets, showers, etc.). Repair/replacement costs due to any damage that

results from the wilful neglect or improper use of the common facilities will be borne equally by the residents of their respective levels.

19. LIST OF MISCONDUCTS AND PENALTIES

Misconducts	Penalties
Smoking (of cigarettes, cigars, pipes and all other substitutes e.g. shisha, e-cigarettes, vapers)	RM500.00 and evicted
Fighting or any kind of physical violence	RM500.00 and evicted
Possession and/or consumption of any prohibited Drugs	RM500.00 and evicted
Possession and/or consumption of alcoholic beverages	RM500.00 and evicted
Vandalism	Evicted, cost of making good any item vandalized will be charged accordingly to the Resident(s).
Removing any IMU Hostel or landlord’s properties	The cost of replacing will be charged accordingly to the Resident(s).
Viewing, possession and/or dissemination of pornographic materials	Evicted
Possession of weapons or any items considered dangerous	Evicted
Harassment	Evicted
Littering	RM250
Parties or other social gatherings (without approval from Management)	Warning letter and fine, followed by eviction
Unacceptable noise level	Warning letter followed by eviction
Ball games, roller blade/skate and heavy gym equipment	Confiscated, fined
Residents who are guilty of serious offences	Warning Letter, RM500.00 and evicted
Late surrender of keys	RM100 per day
Room and/or Unit is found dirty	RM200
Misuse of Hostel keys	RM250 and eviction
Damage/loss of keys	RM25 will be charged for every missing key, replacement of the lockset will be determined by the Management
Borrow a spare	RM10.00
Fail to return within 30 minutes	RM25.00
Common areas found dirty	Each Resident will be fined RM50
Air-conditioners, lights and electrical appliances left on when not in use	RM50 will be imposed for every item
Mattresses are not covered with bed-sheets	RM50
Damage/loss of Hostel property	Charged accordingly

Standard of housekeeping is not acceptable	Cleaning charges incurred will be billed to the Resident/s with an additional of RM200 of penalty
Burning candles or mosquito coils without a cover	RM150
Tampering any fire safety equipment	RM300
Unit found not locked	RM50
Found cooking in the room	RM250.00 and evicted
Unwashed kitchen items	RM50
Residents found with any non-resident in hostel without prior approval	Evicted
Opposite gender found in the hostel without prior approval	Evicted
Pets	Pets found will be removed from the Hostel and the Resident will be fined RM150 per pet
Prohibited electrical items	Removal of such items and a fine of RM50 per item