



Notice of Personal Data Protection Act / Notis Akta Perlindungan Data Peribadi

By completing this Form, I understand MIA is bound to give Notice and require consent in relation to processing of personal information, in accordance with the Personal Data Protection Act 2010 ["PDPA"]. I hereby confirm that I have read, understood, and agree to the Personal Data Protection Notice at www.mia.edu.my.

Dengan melengkapkan borang ini, saya faham bahawa MIA terikat untuk memberi notis dan memerlukan persetujuan berhubung dengan pemrosesan maklumat peribadi menurut Akta Perlindungan Data Peribadi 2010 ["PDPA"]. Saya mengesahkan bahawa saya telah membaca, memahami serta bersetuju dengan kenyataan Notis Perlindungan Data Peribadi di www.mia.edu.my.

Important Note: All information is required unless stated otherwise. The information collected from your Accommodation Booking Form will be used solely for the purpose of processing your accommodation booking, administrative matters and record purposes.

To complete this form:

1. Please write in **BLOCK LETTERS**.

2. Please read and understand the Conditions of Reservation* before submitting the application form.

3. Application for accommodation will only be processed upon payment of BOOKING FEE. Your information will be shared with Kiara Lodge Management for accommodation record and administrative proceedings.

4. Payments can be made via Cash, Crossed Cheque, Bank Draft, Money Order or Telegraphic Transfer to KIARA LODGE MANAGEMENT.

Please note that incomplete information may result in unnecessary delays in the application process.

*Conditions of Reservation are subject to change without prior notice.

Student's Particulars

Name (as in NRIC or Passport): _____

NRIC / Passport No.: _____ Gender: Male Female Religion: _____

Date of Birth: _____ Nationality: _____ Course: _____

Intake: Jan Apr Aug 20 _____ E-mail: _____

Permanent Address: _____

Tel No. (H): * _____ H/P: * _____ (*Please include international code)

Physical Impairment/ disability, if any: _____

Parent(s) / Guardian(s) Particulars

Name of Parent/ Guardian: _____ Relationship: _____

Occupation: _____ Company: _____

Contact Address: _____

Tel No. (Home): _____ Fax: _____ H/P: _____

E-mail: _____

**All correspondences will be directed to the contact person as specified above.*

In case of Emergency

Name of Contact Person: _____ Relationship: _____

Tel No. (Home): _____ Fax: _____ H/P: _____



Selection of Accommodation

Please Tick (v)	Room Type	Monthly Rental (RM)	Deposit (RM)	Rental Per Quarter [4 months] (RM)	Total Initial Payable (RM)
<input type="radio"/>	Four-sharing (Student House)	350.00	700.00	1400.00	2100.00
<input type="radio"/>	Triple-sharing (Student House)	380.00	760.00	1520.00	2280.00
<input type="radio"/>	Twin-sharing (Student House)	380.00	760.00	1520.00	2280.00
<input type="radio"/>	Twin-sharing (Hostel-Male)	300.00	600.00	1200.00	1800.00
<input type="radio"/>	Twin-sharing (Hostel-Female)	380.00	760.00	1520.00	2280.00
<input type="radio"/>	Single (Student House)	450.00	900.00	1800.00	2700.00
<input type="radio"/>	Single (Hostel-Male)	450.00	900.00	1800.00	2700.00

Terms and Conditions:

1. MIA Student House is only for registered students and is on a first come first serve basis. Please take note that rental fee paid is not refundable. **Rental period is for a minimum of 12 months** and any extension is not automatic. You may apply to the Student Affairs Department 8 (eight) weeks before the end of your agreement on your intention to renew. Failure to submit the Renewal Form may result in not obtaining a place to continue your stay in the Student House.
2. Upon approval, rental must be paid before moving into the Student House.
3. You are reminded to take good care of yourself and personal belongings. MIA shall not be responsible for any loss of personal belongings or injuries.
4. Please fill in "Refund of Rental Deposit" form available at the Student Affairs Department at the end of the tenancy. Original receipt must be attached. The deposit will be refunded upon clearance of any outstanding payments for damages and utility bills.
5. If you break any of the house rules, MIA will take the necessary action and MIA reserve the rights to ask you to leave the Student House.
6. Please note that this application is subject to approval and does not guarantee you a place in the Student House.
7. Booking Fee of RM500 must be paid together with the submission of this application. Upon approval, the balance amount must be paid in order to secure your booking. Failing to do so may result in losing the place to others on the waiting list, and the booking fee paid shall be refunded less cancellation fee of RM150.00. However, cancellation of the booking by the student shall result in the forfeiture of the full amount of booking fees of RM500.00

Declaration:

I have also read the above terms and conditions and I agree to abide by them. I further agree to enter into a tenancy agreement upon approval and to abide by MIA Student House Rules and Regulations and the terms stated in the agreement. I hereby (please tick)

Consent Do not consent MIA to process my personal information for the purpose of accommodation booking processing, administrative matters and record purposes.

Consent Do not consent MIA to forward my personal information to Kiara Lodge Management for the accommodation booking arrangement, administrative matters and record purposes.

Signature of Applicant

Date

Please submit the completed Accommodation Application Form to:

Malaysian Institute of Art
Student Affairs Department

294-299, Jalan Bandar 11, Taman Melawati, 53100, Kuala Lumpur, Malaysia.

T: (603) 4108 8100 ext. 22 F: (603) 4108 1543 E: jillian@mia.edu.my W: www.mia.edu.my