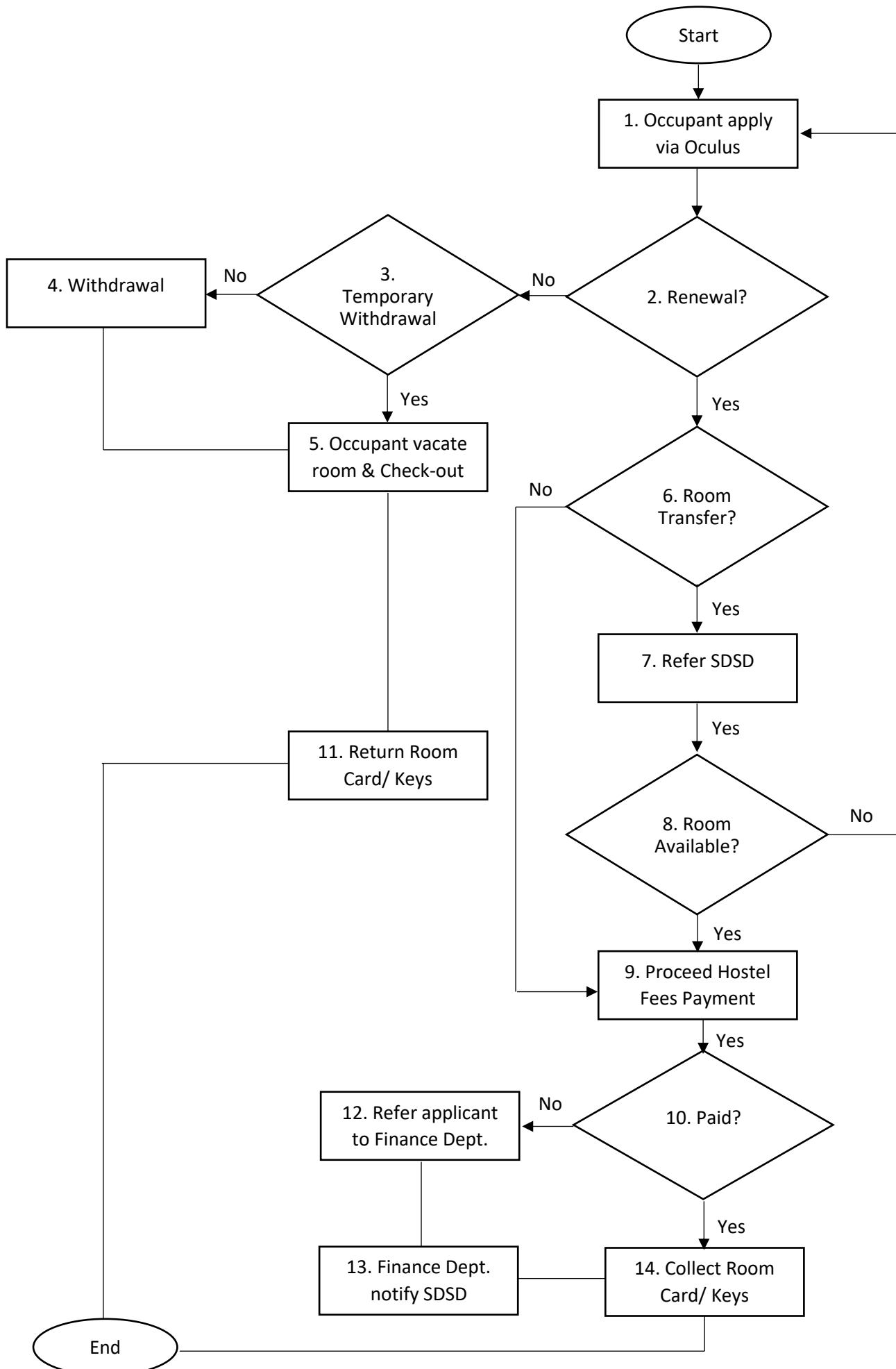


4.6.1 PROCEDURE HOSTEL APPLICATION EVERY SEMESTER



DESCRIPTION

No	Description	Person in Charge	Document/ Item
1.	Occupant apply via Oculus <ul style="list-style-type: none"> • At the end of each semester, SDSD will email to all occupants to do hostel application for following semester. • Log-in to Oculus system. • Refer to hostel portal. 	<ul style="list-style-type: none"> • Occupant 	<ul style="list-style-type: none"> • Record in Oculus system
2.	Renewal <ul style="list-style-type: none"> • For occupant who continue to staying in hostel for following semester. • Staff need to confirm status after occupant applied. • The invoice will be auto-generated to occupant. • If Yes → Proceed to No.6 If No → Proceed to No.3 	<ul style="list-style-type: none"> • SDSD Staff • Occupant 	<ul style="list-style-type: none"> • Record in Oculus system
3.	Temporary Withdrawal <ul style="list-style-type: none"> • Occupant who going for practical or Internship or online-learning mode on following semester. • Hostel fees will not be imposed for that semester. • Hostel Deposit not refund. • Staff need to confirm status after checked the room is in good condition. • If Yes → Proceed to No.5 If No → Proceed to No.4 	<ul style="list-style-type: none"> • SDSD Staff • Occupant 	<ul style="list-style-type: none"> • Record in Oculus system
4.	Withdrawal <ul style="list-style-type: none"> • For occupant who decided to withdraw from hostel. • Staff need to confirm status after checked the room is in good condition. • Finance staff will proceed the hostel deposit refund to occupant within 30 days after occupant check-out from hostel. 	<ul style="list-style-type: none"> • SDSD Staff • Occupant • Finance Staff 	<ul style="list-style-type: none"> • Record in Oculus
5.	Occupant vacate room and check-out <ul style="list-style-type: none"> • Occupant need to vacate all the belongings. • Ensure the furniture arrange back into original position and ensure the room is clean before check-out. 	<ul style="list-style-type: none"> • Occupant 	<ul style="list-style-type: none"> • N/A
6.	Room Transfer? <ul style="list-style-type: none"> • If Yes 	<ul style="list-style-type: none"> • Occupant 	<ul style="list-style-type: none"> • Record in Oculus

	<ul style="list-style-type: none"> Occupant who wish to change room or room type. 		
7.	<p>Refer SDSD</p> <ul style="list-style-type: none"> Find Mr. David/ Mr. Riyad in SDSD. Occupant request room transfer or change room type with acceptable reason. 	<ul style="list-style-type: none"> Staff SDSD Occupant 	<ul style="list-style-type: none"> N/A
8.	<p>Room Available?</p> <ul style="list-style-type: none"> SDSD staff need to check the room available. If Yes → Staff register occupant in transfer room/ Upgrade or downgrade in Oculus. Another invoice will be issued to occupant. If No → Staff can cancel his renewal record, occupant can reapply again via Oculus. 	<ul style="list-style-type: none"> Staff SDSD Occupant 	<ul style="list-style-type: none"> Record in Oculus
9.	<p>Proceed Hostel Fees Payment</p> <ul style="list-style-type: none"> Make the payment at Finance Department. Please email the payment details attached with transfer slip to payment@uts.edu.my 	<ul style="list-style-type: none"> Finance Dept. Occupant 	<ul style="list-style-type: none"> Invoice Receipt
10.	<p>Paid?</p> <ul style="list-style-type: none"> Yes → Proceed to No.13 No → Proceed to No.11 	<ul style="list-style-type: none"> SDSD Staff Finance Staff Occupant 	<ul style="list-style-type: none"> Receipt/ Transfer Slip/ E-mail from
11.	<p>Return Room Card/ Keys</p> <ul style="list-style-type: none"> Room Card or Keys return to security guard at Hostel. 	<ul style="list-style-type: none"> Security guard Occupant 	<ul style="list-style-type: none"> Hostel Name List (Card/ Key Return)
12.	<p>Refer occupant to Finance Department</p> <ul style="list-style-type: none"> Finance Dept. will do the assessment. If agreed by Finance Dept, occupant can apply for instalment for room type A. 	<ul style="list-style-type: none"> Finance Staff Occupant 	<ul style="list-style-type: none"> Instalment Form (Finance Dept.)
13.	<p>Finance Department notify SDSD</p>	<ul style="list-style-type: none"> Finance Staff SDSD Staff Occupant 	<ul style="list-style-type: none"> Notification notice
14.	<p>Occupant collect room card/ keys</p> <ul style="list-style-type: none"> Staff distribute room card/keys to Occupant. Occupant collect room card/keys and signature of card/keys taken in the hostel name list. 	<ul style="list-style-type: none"> SDSD Staff Occupant 	<ul style="list-style-type: none"> Record in Oculus Hostel Name List