

# LINCOLN UNIVERSITY COLLEGE HOSTEL RULES & REGULATIONS

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## OFFENCES & PENALTIES

## 1.0 BEHAVIOUR & DISCIPLINARY

- 1.1 Students are expected to display behavior, becoming of young men and young women that is acceptable & confirms 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.
- 1.3 Possession and / or consumption of any prohibited drugs in the hostel complex / campus area is NOT allowed.
- 1.4 Vandalism is a very serious offence. Student found committing such an offence will be evicted from hostel / barred from continuing his/her studies in LUC. The cost of making good any item vandalized will be charged accordingly.
- 1.5 Viewing, possession and / or dissemination of pornographic material (hard / soft copies) in the hostel are STRICTLY prohibited.
- 1.6 Possession of weapon(s) or any items considered dangerous which can be used to cause injuries / bodily harm is NOT allowed in the hostel grounds.
- 1.7 Students who wish to keep any ceremonial items that are deemed dangerous by the Hostel Office/ Management should get approval from the Chief Warden.
- 1.8 Students found causing embarrassment; unsolicited compliment regarding a person figure, dressing, make-up; send sexually tainted jokes, rumours & comments; verbal advances & suggestion of a lewd & sexual nature; sending, posting love letters & notes; spreading false rumours with a view to tarnishing other's reputation will be evicted from hostel and LUC.
- 1.9 Smoking is NOT allowed in the hostel complex / campus area at anytime.
- 1.10 Possession and / or consumption of alcoholic beverage in the hostel area are NOT allowed.
- 1.11 Parties / other social gatherings in the hostel complex are NOT permitted without the prior consent of the Chief Warden.
- 1.12 It is the responsibility of the students to keep the Chief Warden 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.
- 1.13 Students are prohibited from climbing over the fence or wall to get in / out of the hostel complex. They must use the authorized entrances & exits.
- 1.14 Student using the swimming pool & other facilities must abide strictly by all rules governing the use of such facilities. Pushing & jumping into the pool is strictly NOT allowed.
- 1.15 A hostel campus should be a place where people can have the best possible conditions for studying & adequate rest. As such due consideration must be according to other students at all times. Noise level must be kept low to allow others the opportunity to study / sleep in comfort. Televisions, radios, Hi-Fi sets must be switch of or volume toned down after 10.00pm. These rules are intended to ensure a conducive environment for all students.

- 1.16 Ball games, roller blades / skate & other gym equipments that deemed infeasible by the hostel management are banned inside the hostel complex. Any banned equipment found in the hostel complex will be confiscated.

## 2.0 RENTAL

- 2.1 Rental fee is collected on a monthly basis
- 2.2 One (1) month deposit & one (1) month advance rental has to be paid. For International students, two (2) months advance rental payment required.
- 2.3 The rental must be paid by the first week of every month. Failure to comply within 2 weeks after due date will result in EVICTION from hostel.
- 2.4 The rental is NOT inclusive of water & electricity.
- 2.5 Refrigerator, water heater, gas cylinder & transport 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 CHECK-IN

- 3.1 Check-in schedule;

Everyday – 8.30am to 8.30pm

- 3.2 If any under circumstance students were to check-in before / after the working hours, a three (3) days written notice should be sent to the Chief Warden prior to the arrival for necessary arrangement.
- 3.3 Students who arrive before / after the working hours without prior consent of Chief Warden will NOT be attended.
- 3.4 Students are strongly encouraged NOT to check-in before the specified check-in date.
- 3.5 The hostel management do NOT guarantee the availability of accommodations should students come in before the specified check-in date.
- 3.6 Assignment of rooms is at the discretion of the hostel management, requests for rooms / particular type of roommate by students will NOT be entertained.

## 4.0 CHECK-OUT

- 4.1 Students are to check-out all their personal belongings & vacate the room latest by 12.00 noon on the specified check-out date.
- 4.2 Hostel management reserves the right to vacate the room without prior consent of students by transferring all their personal belongings to the store room should students FAIL to comply before 12.00 noon.
- 4.3 The hostel management is NOT liable for any damages & loss of items during the transfer process.

- 4.4 If temporary storage is required, students must pack their belongings in boxes, label them with name & I.D no. and be solely responsible for transferring the belongings to the storage venue.
- 4.5 The hostel management is NOT liable for any damages & loss of items stored in the said venue.
- 4.6 Students 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 30 days of their termination date.

## **5.0 WEEKENDS CHECK-OUT**

- 5.1 Students must surrender their student's I.D card to the warden office before leaving hostel on weekend. (Friday, Saturday & Sunday)
- 5.2 Student will collect back their student's I.D card when they come back to hostel.

## **6.0 HOSTEL KEYS**

- 6.1 Each student will be given one hostel room key.
- 6.2 Students are expected to be solely responsible for the keys & are NOT allowed to lend the keys to anybody under any circumstances.
- 6.3 Students are also NOT allowed to make any duplication of the keys.
- 6.4 Should there be any damage / loss of keys, students should immediately report to the hostel management.

## **7.0 REFUNDS OF HOSTEL DEPOSIT**

- 7.1 Application for refund of hostel deposits must be done in the prescribed form obtainable at the Warden Office.
- 7.2 The hostel deposit will only be refunded after the room has been vacated; the keys & laundry bag returned, and all the monies due to the Warden Office have been settled.
- 7.3 The hostel deposit cannot be used to offset any outstanding monies owing to the hostel.
- 7.4 Students that check-out from hostel without clearing their accounts will have all the outstanding monies being deducted from the deposit.
- 7.5 An additional penalty equivalent to 25% of the term rental will be charged to the students & be deducted from the remaining deposits.
- 7.6 Pre-refund of hostel deposit is STRICTLY not allowed.
- 7.7 Refunds of all deposits will take approximately one (1) months to be proceeding.
- 7.8 The refund can be collected from Finance Department / sent out via post.

7.9 The refund of deposits in cheque will be made payable to the student's name on request unless expressly specified otherwise in writing by the students / student's parents / guardian.

## 8.0 UPKEEP OF THE HOSTEL

8.1 Students are responsible for keeping their rooms' clean & tidy at all times. A penalty will be imposed for the excessively dirty & unhygienic rooms.

8.2 Beds with mattresses are provided in all bedrooms & students are to bring their own pillows, bed sheets, blankets, towels, study lights etc.

8.3 Study table with chair & wardrobe / cupboard are also provided for each students along with a book rack & luggage compartment. Penalty will be imposed if a student has disassembled his / her furniture.

8.4 Shoes are NOT allowed to be kept along the hostel corridors. Such shoes if found will be removed by the cleaners.

8.5 All air-conditioners, fans, light & electrical appliances must be switched off when students are not in the room / respective area.

8.6 Cooking is NOT allowed in the room.

8.7 Common hostel furniture must NOT be moved into other rooms / from one hostel to another without the consent of the warden.

8.8 Students must cover their bed with their own bed-sheets at all times.

8.9 Any damage / loss of hostel property must be reported immediately to the warden. Student will be charged for any missing / damage properties except damages incurred by normal wear & tear. (please refer to the Warden Office for the charges)

8.10 The hostel management reserve the right to make spot-checks on the hostel units & the bedrooms without having to give prior notice to the students.

8.11 Students whose standard of housekeeping is NOT acceptable will be asked to rectify the situation.

8.12 Should there be no improvement, the bedroom / unit concern will be cleaned by the cleaning staff & the charges incurred will be billed to the students. Housekeeping standard is in view of Chief Warden whose decision will be final & NOT subjected to debate.

8.13 Handyman & contractors may enter rooms as & when necessary in the course of their duty under the directive of the warden. However, every effort will be made to respect the privacy & dignity of the students.

8.14 The hostel management reserves the right to move students to other hostel units if there is a necessity.

8.15 Student are expected to pay for the costs involved in cleaning; repairing / 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 & tear.

- 8.16 Posters, notes / pictures can NOT be pasted on wall. Cellophane tape / glue will damage the walls resulting in penalties.
- 8.17 There must be NO nails, pins / screws knocked into the walls or doors of the rooms.
- 8.18 Students are NOT allowed to hang their clothes on the banisters outside the rooms / on the window railings inside the room. Clothes found hanging in these places will be confiscated & disposed accordingly.
- 8.19 For safety reason, residents are NOT allowed to use candles & other flammable materials in the rooms. Burning of joss sticks / incense on religious grounds is NOT allowed inside the rooms.
- 8.20 Female residents must dispose of their sanitary pads into the sanitary bins provided. Students caught throwing sanitary pads into toilet bowls will pay for the cost of repairs.

## 9.0 ELECTRICAL APPLIANCES / ITEMS

- 9.1 Items of domestic electrical equipment may be brought into & used within the hostel complex with the proviso that strict adherence is given to the following:
- a) Equipment & connecting leads must be serviceable & in a safe condition.
  - b) Strictly NO cable running on the floor & from room to room.
  - c) Plugs must be wired in the correct manner & incorporate fuses of the correct rating.
  - d) A plug must supply only one (1) piece of equipment.
  - e) A total load on a wall socket must NOT exceed 13 Amps.
- 9.2 Restriction to the use of electrical appliance:
- a) Approved items for all students
    - i.) Iron
    - ii.) Hair Dryer
    - iii.) Toaster
    - iv.) Personal Computer / Laptop
    - v.) Alarm Clock
    - vi.) Table / Stand Fan
    - vii.) Study Table Lamp
    - viii.) Batteries Charger
  - b) Prohibited items for all students
    - i.) Hot Plate
    - ii.) Microwave
    - iii.) Home Theatre System
    - iv.) Washing Machine
    - v.) Exercise Machine
    - vi.) Music Instrument – Piano / Organ / Drums
- 9.3 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.

## 10.0VISITOR / GUESTS

10.1Visitors / Guests are allowed to visit the students during visiting hours as follows:

Weekdays - 5.00pm to 8.30pm

Weekends & Public Holidays - 12.00 noon to 9.00pm

10.2It is the duty of the students to inform his / her visitor(s) of the visiting hours & to advise him / her / them to leave no later than 9.00pm.

10.3Students found in the company of their visitor(s), including family members, relative friends and / or any nonresident in the respective hostel outside the visiting hours in any parts of the hostel complex without the prior consent of the Chief Warden will be evicted.

10.4Visitors of the opposite sex, including parents, family members, relatives, friends and / or anyone staying inside / outside the hostel are STRICTLY NOT ALLOWED to enter the students' room(s) at any time. This included inside / outside the visiting hours, without prior consent of the Chief Warden.

10.5Visitors including parents are NOT allowed to stay overnight in the hostel rooms without the prior consent of the Chief Warden. Failure to comply will result in an additional two(2) months rental to be charged & possibly eviction from the hostel.

## 11.0SECURITY & SAFETY

11.1Opening & closing hours set of the campus are:

Monday to Thursday – 7.00am to 1.00am

Friday to Sunday – 7.00am to 2.00am

11.2It shall be the responsibility of the students to lock all doors at all times for the protection of their property & that of their roommates and for security reasons.

11.3Entrance door & room door must always be closed and locked after entering / leaving the room.

11.4Students are solely responsible for the safety of their own valuables. All bedroom door, wardrobe & drawers of study table must be padlocked when the students are not inside the room.

11.5The hostel management shall not under any circumstances be responsible for any damage, loss / theft of any property, money & other items belonging to the students and / or their visitors and any personal injuries suffered by the students or their visitors / guests howsoever caused.

11.6Students are discouraged from having valuable items / large amounts of cash when leaving campus premises.

11.7Students are NOT permitted to change rooms or sleep anywhere other in their own room without the consent of the Chief Warden.

11.8Any student, **who finds his / her roommate(s) missing for more than 48 hours, must report to the warden immediately.** This is to enable the hostel management (Warden Office) to take immediate action if any untoward incident had taken place. Students' co-operation is very much appreciated.

## **12.0 PETS**

12.1 NO pets are allowed inside the hostel.

## **13.0 PARKING**

13.1 Parking facility is NOT available

13.2 Students who park their motorcycles in the campus will do so at their own risk. The management will NOT be held responsible for any loss / damages incurred by the students.

## **14.0 MAINTANANCE & REPAIRS**

14.1 Students are requested to fill up the LUC Maintenance form in the Warden Office in case repair works are needed.

14.2 If a maintenance staff has found that a student has deliberately damaged an item for fixture within the room then he / she will be charged accordingly.

## **15.0 TRANSPORT**

15.1 Transport service is provided FREE for local students & for International students, charge is RM50.00 monthly.

15.2 Students must carry their I.D cards at all times. Students without I.D cards will NOT be able to enter the buses.

## **16.0 EMERGENCY**

16.1 In case of emergency outside office hours, please contact;

- a) The hostel warden on duty at the Warden Office, or
- b) The Chief Warden, or
- c) The Security Guards at the Guards House / Post

16.2 The warden's phone number will be provided to the students

## **17.0 REVISION OF RULES & REGULATIONS**

17.1 The hostel management reserves the right to revise the Rules & Regulations from time to time and will keep the students informed of any changes in the forms of memorandum & notices on the notice boards.

17.2 A student residing at any of the hostel under the purview of LUC is governed by the rules & regulations herein mentioned.

17.3 Students found breaking any hostel rules at any of the hostel(s) under the purview of LUC are liable to be EVICTED from hostel & can also be expelled from LUC within 24 hours. The equivalent of 25% of the term's rental will be forfeited from the hostel deposit.



## OFFENCES & PENALTIES

NO.	OFFENCE	PENALTY
1.	a) Resident students who allow students of the opposite sex to their room or to be at the corridor b) Close proximity among unmarried couples	-Warning -To be sent to the Students Affairs Department -If found committing such an offence will be evicted
2.	Students who obstruct/ prevent an officer, worker or any person authorized by LUC from entering their rooms	RM50.00
3.	Resident students who are NOT at their hostels between 12 midnight and 5 am without hostel warden information	RM50.00
4.	NON-RESIDENT students who remain inside the campus between 12 midnight and 5 am.	RM50.00
5.	a) Damaging / vandalizing any fixtures in the hostel b) Disturbing / bothering others while using the facilities in the hostel c) Vandalizing or removing hostel / LUC property	-Warning -To pay compensation according to the damage
6.	a) Changing hostels without permission b) Changing rooms without permission c) Renting out their rooms to others d) Students who rent the rooms (c)	-RM 50.00 & returning to the original hostel / room -To pay the daily rental according to the period of tenancy
7.	a) Failure to vacate the room / move from the room & failure to hand over the key within the stipulated period b) Failure to vacate the room at the end of the period of tenancy	To pay compensation based on the number of days overstayed
8.	a) Bringing in perishable / prohibited food items b) possessing / drinking alcohol / liquor in the rooms / hostel c) Possessing / distributing drugs d) Possessing pornography, prohibited reading materials or audio visuals e) Possessing/ using hazardous chemical substances or medications	-Warning -RM 50.00 -To be sent to the Students Affairs Department -If found committing such an offence will be evicted
9.	Keeping pet(s)	RM 50.00

10.	Committing dangerous acts such as climbing on the roof / window ledges	RM 50.00
11.	Failure to switch off lights / fans before leaving the room / hostel	RM 50.00
12.	Failure to use bed sheets / pillow cases or clean bed sheets / pillow cases at all times	RM 50.00
13.	Gambling/ gaming which involves betting	To be sent to Students Affairs Department
14.	Performing acts of idolatry in the room	To be sent to Students Affairs Department
15.	Ragging (during orientation week) or causing physical or mental abuse at any time	-Warning -To be sent to Students Affairs and Development
16.	Providing false information about oneself / failure to provide information required by the warden or his representative	RM 50.00
17.	Possessing or publishing printed materials prohibited by the law or that can create racial tension	To be sent to Students Affairs Department
18.	a) Stealing b) Blackmailing c) Sexual harassment	-Warning -To be sent to Students Affairs Department -If found committing such an offence will be evicted
19.	Causing injury to others without valid reason	-Warning -To be sent to Students Affairs Department
20.	Fighting, punching / being a member of banned groups	-Warning -To be sent to Students Affairs Department
21.	Failure or refusal to provide information on any crime or being involved in any criminal activity	To be sent to Students Affairs Department
22.	Spying / acting suspiciously in areas designated for the opposite sex	-To be sent to Students Affairs Department
23.	Playing music / disturbing the peace between midnight and 6.00am.	RM 50.00
24.	Organizing social activities in the hostel without approval	RM 50.00

25.	a) Parking vehicles in unauthorized places or where it causes obstruction b) Using vehicles which do not comply with the provisions of the Road Transport Act 1987	-Warning
26.	a) Using naked flames in the building b) Carrying out experiments with hazardous / flammable chemicals in the room / hostel	RM 50.00
27.	Failure to keep the room neat and tidy	RM 50.00
28.	Smoking within the hostel area	-RM50.00 -Warning -To be sent to Students Affairs Department
29.	Disobeying valid directives / requests made by any Officer / staff of LUC authorized to do so within the campus	-Warning -RM50.00
30.	Misuse of hostel keys	RM20.00

Remarks;

- a.) A copy of the Warning letter will send to parents / guardian
- b.) Payment of the penalty should be paid by student at the LUC Finance Department ONLY
- c.) Repeated fine / offence will cause an eviction