



The Purple House™  
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# HOSTEL RULES AND REGULATIONS

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## The Purple House

**Operating Company:** Consortium Hostel Management Sdn Bhd

**Address:** First Floor, No.16, Jalan SS15/4D, 47500 Subang Jaya, Selangor, Malaysia

## The Purple House 2

**Operating Company:** TPH Hostel Management Sdn Bhd

**Address:** First Floor, No.37 & 39, Jalan SS15/8A, 47500 Subang Jaya, Selangor, Malaysia

**Tel:** 019 617 6233 / 013 586 6233 / 019 756 6233

**Email:** [enquiry@thepurplehouse.com.my](mailto:enquiry@thepurplehouse.com.my)

**Website:** [www.purplehouse.com.my](http://www.purplehouse.com.my)

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## RESIDENCE RULES AND REGULATIONS

### PRELIMINARY

- i) The Rules may be cited as the Residence Rules, 2011.
- ii) In these Rules, unless the context otherwise requires:-

The masculine pronoun includes the feminine and vice versa; the singular pronoun includes the plural and vice versa;

“Residents” is used to refer to every student staying in the residences under the purview of Consortium Hostel Management Sdn Bhd;

“Hostel” refers to any of the accommodation provided by Consortium Hostel Management Sdn Bhd for the lodging of students;

“Colleges/Universities” refers to the respective education institution, that the particular resident is enrolled at;

“Management” refers to any person duly sanctioned by Management to act on behalf of the residence;

Hostel Warden” refers to the Head - Hostel with disciplinary functions, power or duties;

“Offence” refers to transgression of a particular condition contained in this Rules & Regulations;

“Drug” refers to any of the drugs or substances which are listed in the First Schedule to the Dangerous Drugs Ordinance, 1972;

“Poison” refers to the definition as set out in the Poison Act, 1952;

### **1. BEHAVIOUR AND DISCIPLINE**

- 1.1 Residents are expected to behave in a manner consistent with the good reputation of their respective Colleges/Universities, 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.
- 1.2 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.
- 1.3 Fighting or any kind of physical violence is strictly prohibited within the Hostel. Residents guilty of committing such an offence can and may be evicted.
- 1.4 Possession and/or consumption of any prohibited Drugs in the Hostel are strictly prohibited. Residents found committing such an offence can and may be evicted.

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- 1.5 Vandalism involving functional/cosmetic damage to property belonging to the Hostel 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.
- 1.6 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.
- 1.7 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 Management. Failure in doing so can and may result in eviction.
- 1.8 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.
- 1.9 Smoking (of cigarettes, cigars, pipes and all other substitutes e.g. shisha, e-cigarettes) is not allowed in the Hostel except in an area specifically designated and accordingly indicated. Residents guilty of this transgression can and may be evicted.
- 1.10 Possession and/or consumption of alcoholic beverages in the Hostel are not allowed. Residents guilty of this transgression can and may be evicted.
- 1.11 In the interest of maintaining a high standard of cleanliness, consumption as well as possession of chewing gum is prohibited in the Hostel. Residents can and may be fined and any chewing gum found in the Hostel can and may be confiscated.
- 1.12 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.
- 1.13 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 and may merit should the infringement pose a serious threat to the security of the Hostel.
- 1.14 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.
- 1.15 Residents must use the authorized entrances and exits. Residents are prohibited from using the emergency exits for normal transit. The hostel warden is at liberty to impose security measures and offending residents are fully responsible over any injuries that may result from this transgression. Residents found committing such an offence can and may be served with a warning letter or evicted from the Hostel.

1.16 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.

1.17 Ball games, roller blade/skate and other gym equipment deemed inappropriate by the Management are banned in the Hostel. Any banned equipment found can and may be confiscated.

## 2. RENTAL

2.1 Residents are required to pay their rental to their respective College/Universities on a bi-annual basis and/or continue to cover a minimum equivalent of six (6) months rental in advance.

2.2 The bi-annual rental must be paid by the **FIRST DAY** of the month. **FAILURE TO COMPLY WILL RESULT IN EVICTION FROM THE HOSTEL.**

2.3 The rental is inclusive of water and electricity but there is a cap to the subsidy provided by the Management. Information regarding the specific cap amount can be obtained from the Management. Any amount exceeding the cap will be borne by the residents according to the allocation set by the Management.

2.4 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.

## 3. HOSTEL TENANCY

3.1. The Hostel landlord is Consortium Hostel Management Sdn Bhd which also will managing the Hostel.

3.2. The minimum tenancy is for a period of **six (6) calendar months beginning from the month of check-in**. Any request for cancellation or premature termination of the tenancy after check-in will result in forfeiture all rentals paid.

3.3. Residents can terminate the tenancy, after a minimum stay of **six (6) calendar months**, by giving at least one (1) month's written notice. **FAILURE TO GIVE ONE MONTH'S ADVANCE NOTICE WILL RESULT IN A PENALTY OF ONE (1) MONTH'S RENTAL WHICH WILL BE DEDUCTED FROM THE RESIDENT'S DEPOSIT.**

3.4. The maximum period of tenancy at the Hostel is **12 months** from the month of check-in. Regardless of the date of check-in the tenancy will expire the following year on the last day of the preceding month. e.g.: Check-in date on 21st March 2011, expiry of tenancy on 28th February 2012.

3.5. Tenancy at the Hostel will be terminated automatically if the Resident is no longer a bona-fide full time student of Colleges/Universities. However, in the case of existing Residents, tenancy is renewable after one (1) full year, subject to the availability of rooms. Priority will be given to new full-time international/out station students.

3.6. The Management can terminate this tenancy at any time if:

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- (a) The Resident fails to pay any sums due to Consortium Hostel Management 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.

#### 4. CHECK-IN

##### 4.1 Check-in of Residents are on working days:

Monday to Friday 9.00am to 6.00pm

Saturday 9.00am to 12.00pm

4.2 If in the event a Resident wishes to check-in on a day or time other than those specified above, a formal written notice must be submitted to the Management **SEVEN (7) DAYS** before the expected arrival to facilitate the necessary arrangements. There is no obligation on the Management to entertain those who arrive without notice on days or times not specified.

4.3 Residents are strongly advised not to arrive at their designated residences **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. CHECK-OUT

5.1 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.

5.2 No temporary storage is provided. As such, all Residents are to remove their belongings upon check-out.

5.3 No deferment of check-out date will be entertained.

#### 6. HOSTEL KEYS

6.1 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) Electronic Swipe Card – one (1) key

6.2 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. The misuse of Hostel keys will lead to eviction from the Hostel.

6.3 Should there be any damage/loss of keys, Residents should immediately report to the Hostel Warden. Failure to do so may lead to disciplinary action being taken. The charge for the replacement of the lockset and the lost keys will be determined by the Management.

6.4 RM10.00 penalty will be imposed on Residents who would like to borrow a spare from the Hostel Warden. The borrowed key must be returned to the Hostel Warden within 15 minutes and failure to do so will lead to a penalty of RM25.00.

## **7. REFUND OF RESIDENT'S DEPOSITS**

- 7.1 Application for a refund of deposits must be completed in the prescribed form available at the Hostel Warden's Room.
- 7.2 The deposit will only be refunded **AFTER** the Resident has vacated his/her room, the keys returned, and all other monies due to the Management have been settled.
- 7.3 Residents who check out from the Hostel without clearing their outstanding payments will have whatever is outstanding deducted from the deposit. An additional **PENALTY** equivalent to one (1) month's rental will be charged to that particular Resident and it will be deducted from the remaining deposits.
- 7.4 Pre-refund of deposit is **STRICTLY NOT ALLOWED**.
- 7.5 Refund of all deposits will take approximately five (5) weeks to be processed from the date the Hostel Keys are returned to the Hostel Warden. The mode of collection of refund shall be as indicated in the "Residence Termination Request" form.
- 7.6 The refund of deposit in cheque will be made payable to the Resident's name on request unless expressly specified.

## **8. UPKEEP OF THE HOSTEL**

- 8.1 The Management will provide cleaning services for common areas only. The Residents are responsible for keeping their individual room clean and tidy at all times. **The Management not be responsible for loss of any personal valuable items or laptop or mobile phone or money left by the residents in the rooms or common areas.**
- 8.2 In the Hostel, single beds with mattresses are provided in all bedrooms and Residents are to bring their own pillows, bed sheets, blankets, towels, study lights etc. A study table with chair, book shelf, mirror and wardrobe/cupboard are also provided for each resident.
- 8.3 Street shoes are not allowed to be worn into the Hostel unit and must be arranged neatly on the shoe racks provided.
- 8.4 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.
- 8.5 All furniture provided must not be moved without the consent of the Hostel Warden 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.
- 8.6 Residents must cover their mattresses with their own bed-sheets at all times. A **penalty** can and may be imposed for failure to comply or if the mattress is soiled.
- 8.7 Any damage/loss of Hostel property must be reported immediately to the Hostel Warden. Residents can and may be charged for any missing/damaged property.

- 8.8 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. Housekeeping standard is solely based on the view of the Management whose decision will be final and not subjected to debate.
- 8.9 Handymen and contractors may enter 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.
- 8.10 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, poster and pictures are allowed on the wall, furniture and door.
- 8.11 Residents are strictly not allowed to store their personal belongings in the stairwell. Chairs or other furniture, and decorative items are strictly prohibited at the stairwell. Clothes and garments are not allowed to be hung at the stairwell. All items stored or found in the stairwell can and may be confiscated.
- 8.12 For safety reasons, residents are not allowed to use the stairwell for any recreational activities. Residents are not allowed to sit on the stairwell or to throw/dispose items off the stairwell. Residents are responsible for the cleanliness and their own personal safety with regards to usage of the balcony.

## 9. VISITORS / GUESTS

- 9.1 Visitors/Guests are allowed to visit the Residents during visiting hours as follows:  
Daily - 12.00 noon to 10.00pm
- 9.2 All visitors, including non-tenants, must register at the Hostel Warden's Room and provide all details and documents as requested before entering the Hostel and must leave the Hostel by 10.00pm.
- 9.3 It is the duty of the resident to inform his visitor(s) of the visiting hours and to advise him/her/them to leave no later than 10.00pm. **Residents found in the company of their visitor(s), including family members, relatives, friends and/or any non-resident outside the visiting hours in any part of the Hostel without the prior consent of the Management can be evicted.**
- 9.4 Visitors, including parents and siblings, are not allowed to stay overnight in the Hostel units without the prior consent of the Management. Failure to comply can and may result in eviction from the Hostel.

## 10. SECURITY AND SAFETY

- 10.1 It shall be the responsibility of the Residents to lock all doors 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.



10.2 Residents are solely responsible for the safety of their own valuables. Bedroom door must be locked when the Residents are not inside the room.

10.3 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 caused.

10.4 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.

10.5 Any resident who finds his/her roommate(s)/housemate(s) missing for more than 48 hours must report to the Hostel Warden immediately. This is to enable the Warden Management to take immediate action if any untoward incident had taken place.

10.6 The Management will not responsible for any injury whatsoever to residents or damage to property of residents, their guests or any other persons resulting from the resident's or their guest's recklessness, wilful negligence or negligent use of the apartment and the privately owned or Management supplied property or furnishings.

## **11. LATE NIGHT PASSES**

11.1 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.

## **12. PETS**

12.1 Pets are not allowed in the Residence. Pets found will be removed from the Hostel.

## **13. ELECTRICAL APPLIANCES / ITEMS**

13.1 Domestic electrical equipment may be brought into and used within the Residence 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

13.2 (a) The following appliances are allowed in the Hostel:

- Iron
- Hair dryer
- Personal computer
- Alarm clock
- Phone charger
- Table/Stand fan
- Study/Table lamp

(b) The following appliances are provided in the hostel:

- Microwave oven
- TV
- Washing machine

- Drier
- Ironing board
- Fridge

(c) Prohibited items for all residents where such items are not provided for:

- Hot plate
- Home Theatre System
- TV
- Washing Machine
- Refrigerator/mini bar
- Water dispenser
- Exercise machines
- Air cooler
- Microwave oven
- Multi cooker
- Musical Instruments – Piano /Organ

13.3 The lists above are not exhaustive; the Management reserves the right to amend the lists above and regard a particular appliance not listed above to be allowed or prohibited without having to attach any reason.

13.4 The Management reserves the right to take necessary action it deems fit in the event that items not in the approved are found in any room or unit. This may include removal of such items.

#### **14. EMERGENCY**

14.1 In case of an emergency outside office hours, please contact the Hostel Warden in duty or Management.

#### **15. REVISION OF RULES AND REGULATIONS**

15.1 The Management reserves the right to revise the Rules and 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.

15.2 A Resident residing at the Hostel under the purview of the Management is governed by the rules and regulations herein mentioned.

15.3 Residents found breaking any Residence rules at the hostel under the purview of this institution are liable to be evicted from the Hostel 24 hours. The equivalent of one (1) month's rental will be forfeited from the Resident's deposit.

15.4 Residents are subject to relocation to other rooms at the sole discretion of the Management without providing any reasons whatsoever.

#### **16. ELECTRONIC COMMUNICATION WITH HOSTEL MANAGEMENT**

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

## 17. COOKING

17.1 Cooking is strictly prohibited in the rooms. Light cooking such as instant noodles or boiling of hot water is allowed at the pantry area or kitchen. However, extreme care must be exercised when doing so.

17.2 For safety reasons burning candles or mosquito coils without a cover is strictly prohibited. The residents are advised to use electric mosquito mat vaporizer. No TV aerials are allowed to be fixed in or outside The Purple House.

17.3 Fire fighting equipment must not be tampered with, other than for emergency purposes only. If found tampering any Fire fighting equipment with evidence or proof the student will charge 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.

## 18. FORCE MAJEURE

18.1 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.

18.2 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.

## 19. LIST OF CONTENTS & ITEM REPLACEMENT PRICES

Table of deduction rates for any furniture and fittings in the apartment belongings to the Management that are damaged, spoilt or lost:-

No	Content Items	Amounts deducted from deposit if item is lost/damaged (RM)
1	Key	20
2	Access card	50
3	Internet Access Point	380
4	Study chair	150
5	Study table	200
6	Shoe rack	150
7	Door (room)	900
8	Door (main door)	2000

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9	Door lock (room/main door)	100
10	Padlock	100
11	Bookshelf	
12	Electrical Power Point	
13	Fire extinguisher	
14	Bed, wardrobe, washing machine, clothes drier, curtain, refrigerator, microwave, electric kettle, water heater, Sofa set , other repairs/loss – As per bill	

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