

Tenancy Termination Form

Student Services Department

Name | _____ Student ID | _____ Contact No. | _____
 Gender | Male Female Class | _____ Parent Contact No. | _____
 Student Email Address | _____ Hostel Address | _____

Room No. | _____ Agreement Period | _____ From _____ to _____

Payee Name (As per Mykad/Passport) | _____

Reason(s) of Termination | _____

Refund Particulars:

Payment option for refund Cheque Telegraphic Transfer

Beneficiary's Name (As per Mykad/Passport) | _____

MyKad/Passport No | _____ Beneficiary's Bank | _____

Beneficiary's Bank Address | _____

Account No | _____ Swift code | _____

Recipient Self (Instruction must be specified in your supporting document) Father Mother
 Guardian (as specified in the application form)

A fee of RM10.00 will be imposed for any cheque cancellation or replacement due to inaccurate payee's particulars provided.

I understand that the refund processing will be under the Student Services Department discretion and the refund outcome will be notified. The One Academy reserves the right to forfeit my deposits should I have not adhere to the Rules and Regulations and Terms and Conditions set in the Tenancy Agreement.

The protection of personal data is an important concern to The One Academy and any personal data collected on this form will be treated in accordance with the Personal Data Protection Statement of the institution as listed out in <http://www.toa.edu.my/pdpa-notice/>. By signing this form, you agree and consent that The One Academy may collect, use, disclose and process your personal information set out in this form and/ or provided by you or possessed by The One Academy for one or more purposes stated in <http://www.toa.edu.my/pdpa-notice/>.

I hereby acknowledge and agree the above terms and conditions,

Received by

 Name | _____
 Date | _____

 Student Services Personnel
 Date | _____

FOR OFFICE USE ONLY

SSD

Expected Key Return Date | _____
 Key Return Date | _____
 Electric Charges (RM) | _____
 Water Charges (RM) | _____
 Other Charges (RM) | _____
 Total (A) | _____
 Remarks | _____

Finance Department

Rental Deposit (RM) | _____
 Utilities Deposit (RM) | _____
 Rental Refund (if any) | _____
 Total (B) | _____
 Total Refund (B - A) | _____

Your opinion is important to us. Additional comments and suggestions are encouraged.

1. What might be the reason that you are terminating your stay with us? (Please circle your answer)

- Wish to stay with friend
- Inconvenient to buy daily needs such as food
- Costing issue
- Internet not stable
- Maintenance were not completed within expected timeline
- Maintenance did not fulfilled within my expectations
- Graduated / Withdrawal / Deferment
- Purchased own property
- Distance / Transport problem
- Others (please specify):
Please state your reason(s) for termination in more detail (if any).

2. If we rectify these hostel-related issues, would you return to stay here? Yes / No
