

Serial No: **INTERNATIONAL STUDENT VILLAGE (ISV) – STORAGE FACILITY FORM**

(To be completed by the Resident)

NAME : _____

I.C/PASSPORT NUMBER : _____

TELEPHONE NUMBER : _____

EMAIL ADDRESS : _____

UNIVERSITY / COLLEGE : _____

EXPECTED COLLECTION DATE : _____

DECLARATION

I confirm that I understand and agree to adhere to the rules and regulations of the storage facility services as listed in Appendix 1. I fully understand and agree that disciplinary and/or legal action can be taken against me if I fail to observe the above.

Signature of student:

Date:

Verification (For Office Use Only)

UNIT NO.	
BAGS NO(S)	
STORAGE PERIOD	
FEE CHARGED	

IN

Name of Officer:

Signature of Officer :

Date:

Appendix 1

RULES OF RESTRICTIONS OF ITEMS STORED AT STORAGE CENTRE

Storage is available at the mezzanine floor of the ISV. Cars are not allowed to be parked once checked out. Any car left parked within the ISV grounds will be subject to being towed. Bicycles not stored and left anywhere within the EduCity site will be discarded.

- a) The storage facility is only available to registered residents of the ISV who will be returning for the next academic year.
- b) All stored items must be either boxed or packed in suitcases/backpacks/luggage – all of which must be either sealed or locked. You are solely responsible of ensuring that the boxes are sealed and the suitcases/backpacks/luggage are locked.
- c) Any item or material that is considered “inherently dangerous” is strictly prohibited to be included in your baggage. “Inherently dangerous” means items and materials that are not limited to but including combustible, flammable, hazardous or toxic materials which includes fireworks, explosives, weapons or ammunition gasoline, compressed gas, chemicals, narcotics, or hazardous, toxic or biological waste etc.
- d) All illegal goods/substances in any form or nature is prohibited.
- e) NO rugs, furniture, bookcases, loose items or oversized boxes are to be stored.
- f) All perishable goods are prohibited.
- g) You must be able to lift your own items without assistance into the storage room. Please note that items may be rearranged to maximize space and your items may not be exactly where you left them when you return for the new academic semester.
- h) All storage is at your risk and the management will not be responsible for any loss of the baggage.
- i) You must ensure that you must remove your belongings from storage by the first day of the 2013/2014 academic year, failing which an additional charRM10 per day will be imposed. Such amounts must be paid prior to any baggage being returned to the student. If you wish to request an exemption to this requirement, you must have a faculty supervisor email to **Fadzilah Paing** @ fadzilah.paing@my-iib.com. All exemption requests must be received within 7 business days prior to the first day of the new academic semester.
- j) when you retrieve your baggage you will need to produce the original receipt and the baggage tag that was provided to you at the time of storage. Without these documents, you will not be permitted to retrieve your baggage.

Rates:

The following rates apply:

- RM80 – 5 pieces (boxes/suitcase /backpacks/luggage)
- RM5 – every additional piece (boxes/suitcase /backpacks/luggage)

The payment is to be made in cash upon completion of the Storage Facility Form (as obtained in from the office) and at the time of the drop off of the baggage.



COLLECTION OF STORED ITEMS

I hereby confirm collection of the stored items in good condition.

Signature of student:

Date:

Verification (For Office Use Only)

OUT
Name of Officer:
Signature of Officer :
Date:

