



**PEMAKLUMAN PENTADBIRAN DAN OPERASI PENGURUSAN PELAJAR  
KALI KE 140 BIL 14/2024**

**PENDAFTARAN KELUAR BILIK RESIDEN PELAJAR (CHECK-OUT) BAGI  
SESI AKADEMIK 2023/2024**

Assalamualaikum dan Salam Sejahtera,

Saudara/i,

Dengan segala hormatnya saya diarah merujuk perkara di atas.

1. Adalah dimaklumkan bahawa semua pelajar yang mendiami di Residen Pelajar Kampus Gambang dan Pekan perlu melakukan pendaftaran keluar bilik (*check out*) dengan sempurna mulai **14 JUN 2024 sehingga 12 JULAI 2024**.
2. Semua pelajar adalah **WAJIB** untuk mematuhi perkara di bawah sebelum mendaftar keluar dari bilik masing-masing.

BIL	PERKARA		DENDA
1	Mengisi <b>Borang Pendaftaran Keluar Residen Pelajar</b> secara atas talian melalui <i>E-Community (Hostel Check out)</i>	<b>JIKA PELAJAR INGKAR MELAKUKAN</b>	RM50.00
2	Perlu memastikan bilik/rumah dalam keadaan yang bersih. Perabot dan kelengkapan fasiliti yang disediakan berada dalam keadaan asal.		RM50.00
3	<b>Semua Penghuni Residen Pelajar</b>  Perlu untuk mengambil rakaman video bagi keadaan dalam bilik/rumah (katil, meja belajar, almari baju) serta kelengkapan perabot. <b>Tambahan bagi RP2/RP4</b>  Pelajar perlu juga mengambil video kebersihan tandas rumah mereka	-	-

	diami.		
4	Memulangkan kunci dan borang pendaftaran keluar bilik pada waktu operasi pejabat sahaja.	-	-
5	Caj kehilangan: - Kunci - Penanda kunci besi - Kad akses (RP4 sahaja)	JIKA HILANG	RM10.00/unit RM10.00/unit RM50.00/kad

3. Sila pastikan para pelajar mematuhi etika berpakaian ketika hadir ke Pejabat (mengikut jadual operasi di bawah) bagi melakukan Proses Pendaftaran Keluar. Sila pameran juga kad matrik sekiranya diminta.

TARIKH / HARI	MASA OPERASI
<b>14 Jun 2024 - 12 Julai 2024</b> Isnin - Khamis	8.30 Pagi – 12.30 Tengah hari 2.30 Petang – 4.30 Petang
Jumaat	8.30 Pagi – 12.00 Tengah hari 3.00 Petang – 4.30 Petang
SABTU/AHAD/CUTI UMUM	TUTUP

4. Bagi sebarang pertanyaan boleh hadir secara terus ke pejabat Residen Pelajar atau email kepada **residen@umpsa.edu.my**.

Sekian untuk makluman dan tindakan pelajar. Terima kasih.

**Disediakan oleh,**

Pusat Perkhidmatan Pelajar  
Jabatan Hal Ehwal Pelajar & Alumni  
4 Jun 2024



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KALI KE 140 BIL 14/2024**

**REGISTRATION FOR CHECK-OUT FOR ACADEMIC SESSION 2023/2024**

Assalamualaikum and Salam Sejahtera,

With all due respect, I am directed to refer to the matter above.

1. Please be informed that all students residing in the Student Residences at Gambang and Pekan Campuses must complete their room check-out procedures from **14 JUNE 2024 to 12 JULY 2024**.
2. Students **MUST** perform the following before checking out:

NO	ACTIVITY		FINE
1	Filling out the Student Residence Check-Out Form online via E-Community (Hostel Check out)	IF STUDENTS FAIL TO COMPLY	RM50.00
2	Ensuring that the room/house is in a clean condition. Furniture and provided facilities are in their original condition.		RM50.00
3	Taking a video starting from the room number, the entire room/house (bed, study table, wardrobe) as well as furniture and bathroom facilities.	-	-
4	Returning the key and check-out registration form only during office hours	-	-
5	Loss charges: - Key - Iron key tag - Access Card (RP4 only)	IF LOST	RM10.00/unit RM10.00/unit RM50.00/card

3. Please ensure that you adhere to the dress code when attending the Office (according to the operating schedule below) to perform the Check-Out Registration Process. Please also present your matrix card if requested.

<b>DATE / DAY</b>	<b>OPERATING HOURS</b>
<b>14 June 2024 - 12 July 2024</b> Monday - Thursday	8.30 AM – 12.30 PM 2.30 PM – 4.30 PM
Friday	8.30 AM – 12.00 PM 3.00 PM – 4.30 PM
<b>SATURDAY/SUNDAY/PUBLIC HOLIDAYS</b>	<b>CLOSED</b>

4. For any inquiries, you may visit the Student Residence Office directly or email [residen@umpsa.edu.my](mailto:residen@umpsa.edu.my).

That is all for the information and students action. Thank you.

**Prepared by,**

Center for Student Services  
Department of Student Affairs & Alumni  
June 4th, 2024