

# 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 MY Card) | \_\_\_\_\_

Reason(s) of Termination: \_\_\_\_\_

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.

I hereby acknowledge and agree the above terms and conditions,

Received by

Name | \_\_\_\_\_

Date | \_\_\_\_\_

Student Services Personnel

Date | \_\_\_\_\_

**FOR OFFICE USE ONLY****SSD**

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).

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

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