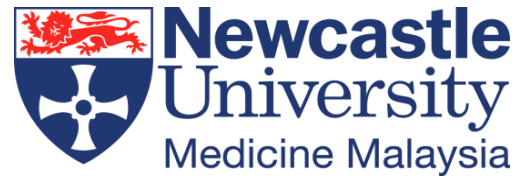


Check-in and Check-out Guidelines at NUMed Managed Student Accommodation (EcoNest)



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1.1. Purpose Statement

The purpose of this procedure is to outline the guidelines to check-in and checkout at NUMed managed Student Accommodation (EcoNest Residence) to ensure process takes place smoothly.

1.2 Applicability and Scope

All NUMed students who have a contract with NUMed Managed Student Accommodation (EcoNest Residence).

1.3 Responsibilities

1.3.1 NUMed Students

- To book a place in NUMed Accommodation student to apply via online through NUMed website <https://forms.ncl.ac.uk/view.php?id=6583270>
- A deposit of RM3000.00 to be paid within 7 days of application to secure the booking. Upon remitting the payment, student to email the proof of payment to the Accommodation Team – accommodation@newcastle.edu.my
- Check in and check out process to be referred in Appendix A and B.

1.3.2 NUMed Accommodation Team

- To acknowledge student's application and remind the student to pay a booking fee (deposit) of RM3000.00 secure the booking.
- To notify the Finance Team by forwarding the proof of payment and proceed to allocate the student in the allocation spreadsheet.
- To communicate student on the allocation and send Tenancy Agreement via email.
- A welcome email will be sent to all students who applied Econest as their preferred accommodation. This email includes the location, process of checking in and items to bring in when moving into University Accommodation.

CHECK-IN PROCESS

Student(s) to complete Check in details link [Check In Details](#)

7 days prior to check in.



Upon receiving the form, Accommodation personnel to acknowledge the student details and advise the collection of keys/access card of their respective unit.



During check in, student to show the tenancy agreement either soft / hard copy upon collecting the keys/access card/inventory form to the accommodation team (during office hours) or to NUMed security personnel (during off office hours / weekend).



Student is responsible to check the condition of the unit and to return the inventory form in 7 days after check in date to the accommodation team to report any defect(s). If student failed to return the inventory form in 7 days, it is agreeable that student has agreed with the inventory.



An induction session will be conducted to all residents within 14 days of check-in process.

CHECK OUT PROCESS

Student to inform the Accommodation Team via email 3 days in advance before checking out the room/unit. Student also must indicate if he/she is leaving his/her belonging behind for recording purpose.

If the student is leaving belongings behind, he/she to pack or arrange them tidily. *(Refer to the Tenancy Agreement for storage fee)*



Accommodation Team to identify any outstanding rental, utilities, or rectification cost for the respective student



Student to complete departure inventory form and email to the Accommodation Team for recording purpose.



Student to ensure the room/unit is clean before checking out and hand over the keys/access card to one of the Accommodation Team (during office hours) or drop the keys/access card at the NUMed Guard House (during off office hours/weekend).



Accommodation team to conduct an inspection to the respective room/unit and identify defects and email the respective student with photo attachment (if any).



Accommodation Team to arrange rectification (if needed) and cleaning for the respective room/unit for next check in.