



SUMMARY OF THE RESIDENT CONTRACT

Before signing this document, read the Terms and Conditions of the Resident Contract. By signing this document, you enter into a legally binding agreement with Nilai International School (NIS) and both you and NIS will be bound by the Terms and Conditions of the Resident Contract.

I, _____ (student)

Date of Birth _____ IC / Passport / ID No. _____

I, _____ (parent/guardian)

Date of Birth _____ IC / Passport / ID No. _____

have received and read a copy of the **Terms and Conditions of the Resident Contract of NIS**. I understand and agree that a Boarder at NIS must:

- 1) Adhere to the terms and conditions of the resident contract and any amendments made from time to time.
- 2) Abide by the conditions for "check in" and "check out".
- 3) Permit NIS to conduct spot checks of rooms and confiscate prohibited items.
- 4) Pay for any negligent damage or loss in rooms or other accommodation facilities of NIS.
- 5) Be personally responsible for the care of personal belongings (e.g. handphone, laptop and money) and not hold NIS liable for negligent loss/damage/theft.
- 6) Take necessary measures to minimise wastage of water and electricity.
- 7) Keep rooms, pantries, public spaces, the laundry area and the surrounding environment safe, clean and tidy.
- 8) Be considerate of fellow residents by promoting peace and harmony, and by being sensitive to the religious and cultural observances of other ethnic or religious groups.
- 9) NOT remove any NIS property for personal use.
- 10) NOT allow visitors to enter any parts of the accommodation area that are off-limits to persons of that gender.
- 11) NOT allow visitors to be in rooms, but use the common spaces provided for social purposes.
- 12) NOT organise activities of any kind around the NIS boarding house area without the approval of the Head of Boarding or School Administrator.
- 13) NOT be involved in any activities or conduct that will cause discomfort to other residents.
- 14) Obey strictly the Lights Out rules by remaining in rooms and quiet after 10pm.
- 15) Be responsible for learning of any developments in the School and Boarding, by checking for email notices, instructions and information.

I understand that:

- a. If a Boarder breaches the Terms and Conditions of the Resident Contract, they face disciplinary action which might for very serious or repeated offences include being suspended or expelled from NIS without refund.
- b. NIS has the right at any time to terminate a Resident Contract.
- c. The Terms and Conditions of the Resident Contract may be changed from time to time and due notification of the amendments made will be communicated.

Signatures of Resident and of
Resident's Parent/Guardian as Witness

NAME:

NAME:

Date:

Date:



Resident Contract

Terms and Conditions

All residents are required to adhere to the Terms and Conditions as stipulated by Nilai International School (NIS) from time to time. If a resident violates any of the said Terms and Conditions, the resident may be referred to the Disciplinary Committee, which is empowered to impose sanctions, including terminating the tenancy of a resident in accordance with the provisions and procedures set by NIS.

The School has the right to impose new terms and conditions or amend this contract from time to time, and such additions and amendments will be notified to residents accordingly.

You will be required to sign the Resident Contract Summary. By signing the Resident Contract Summary, you agree to fully abide by the following Terms and Conditions or as may be amended by NIS from time to time.

1. Validity and Duration of the Contract

- a. This contract is an agreement between NIS and the student. If the student is under 18 years of age, it is an agreement between the student, the guardian and NIS.
- b. A student under 18 years of age must have the application signed by a parent/ guardian.
- c. Students 11 years old and below are only permitted to stay in the Boarding house in exceptional circumstances and with suitable extra risk assessments and plans in place.
- d. This agreement will terminate immediately in the event that the student is dismissed from the Boarding house or NIS. The student will have to pay all outstanding payments and for any amounts payable as a result of breaching the contract terms.
- e. This agreement becomes binding as soon as the student or parent affixes his/her signature in the Resident Contract Summary.
- f. If the Boarding house or any part of it is damaged by fire, flood or any other cause and becomes unfit for occupation, NIS shall have the right to offer alternative accommodation.
- g. Where NIS is unable to provide alternative accommodation, NIS will terminate the tenancy. Where the tenancy is terminated in such a circumstance, NIS shall not be liable to the resident for any damages occurring as the result of such termination. However, NIS will refund the rental (except where the damage is caused or contributed to by the act or default of the tenant) proportionately.

2. Occupancy

- a. The usual minimum period of occupancy will be for one term commencing one day before the first day of the new academic term and ending the day after the final day of the academic term.
- b. All payments due must be made **before** any resident may check into the boarding house room.
- c. A daily rate will be charged for students outside the usual occupancy period.
- d. NIS may, during the contract term, require a resident to transfer his / her residence to another room provided in the NIS Boarding House or another nearby, secure Nilai Group property.

3. Mid-Term Break and End Term Holiday Arrangements

- a. Students who are Term-Time Only should be collected by 12:30 on the day after Term ends.
- b. Parents must make suitable arrangements for alternative accommodation or fostering, or to pay for extra days of accommodation at NIS, if they are unable to collect their child on time.

- c. Students on Enhanced or Year-Round Boarding packages may stay in Boarding at any time except the two periods of annual closure for the Christmas and Chinese New Year holidays.
- d. On returning to school all students must arrive back at the Boarding house between the hours of 13:00. and 20:00 on the day before the term starts.
- e. Term-Time Only students are not permitted to stay in the Boarding House during mid-term and end of term breaks unless an extended stay and additional payment have been agreed.
- f. When the students leave the boarding house at the end of term/academic year, they MUST complete the Boarding house Check Out form and submit the form to the School at the time of leaving.

4. Room Booking Procedure (applicable to new students only)

- a. A deposit of RM 1,000 (refundable) needs to be paid to book a room.
- b. Allocation of room type will be on a first come- first served basis, to a twin-sharing room.
- c. Rental paid is neither refundable nor transferable, unless students top-up to a single room.

5. Room Assignment

- a. Room assignment shall be determined by the School.
- b. Rental includes reasonable use of utilities (i.e. water & electricity). NIS is an environmentally-friendly school, and students must act responsibly to limit consumption of resources.
- c. Residents can only occupy the room that has been assigned to them. Exchange of rooms is not permitted except with the prior written consent of the School.
- d. Where vacancies occur in twin sharing rooms during the course of the term, the remaining resident may be required to transfer to another twin-sharing room. NIS prefers students to share rooms for social and educational as well as operational reasons.
- e. Residents must not use unassigned rooms. Residents found in unassigned rooms will be subject to disciplinary action.

6. Check-In

- a. Residents must check-in during office hours: Monday to Friday, 08:30 – 16:30.
- b. The full rental payment for the term is payable upon check-in. No refund or transfer of the amount to the next term is permitted.
- c. Residents will be given a room inventory checklist that must be submitted to Resident Warden within 3 working days from check-in.

No	Item	Quantity
1	Bedframe	1
2	Mattress	1
3	Built-in cupboard with key	1
4	Overhead Bookshelf	1
5	Study Chair	1
6	Curtain Rail and Curtain	1 set
7	Air-Conditioning unit and remote control	1 set
8	Mirror	1 set
9	Water Heater	1 set
10	Starter Pack (Pillow, Bedsheet Cover, Blanket)	1



**BOARDING HOUSE
CHECK IN LISTING**

BOARDER DETAILS					
Name:					
NRIC / Passport No:		Contact No:			
Year Group:		Email Address:			
Term / Academic Year:		Gender:	Male	Female	
Type of Room:	Single Room		Twin Sharing		Room No:
	Standard	Deluxe	Standard	Deluxe	

No.	Item(s)	(Please ✓)	Remarks
1	Bedframe & Mattress		
2	Curtain		
3	Study Table		
4	Study Chair		
5	Wardrobe and drawer keys		
6	Air-conditioner & Remote Control		
7	Water Heater and wall mirror		
8	Room Key		
9			
10			
Starter Pack			
1	Pillow		
2	Blanket		
3	Bedsheet cover		
Others			
1	NIS Student Handbook		
2	Boarding House – Rules and Regulations		
3			

Declaration:

I, hereby confirm to receive the above item in good condition.

Boarder's signature: _____ Date: _____

FOR OFFICE USE ONLY			
Check in		Check Out	
Room Allocated:		Room's key:	
Room-mate:		Room's condition:	
Check In Date & Time:		Check Out Date & Time:	
Staff in charge:		Staff in charge:	
Date:		Date:	

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7. Check-Out

- Residents must personally check-out during office hours: Monday to Friday, 08:30 – 16:30.
- Except where special permission has been sought and permission granted in writing, residents must check-out and vacate rooms for absences longer than 8 weeks.
- Upon checking out, residents must submit a completed check-out slip together with the relevant room key.
- If a resident fails to check out officially by the end of the contract period, the Boarding House deposit will be forfeited and a daily rental imposed. The School has the right to remove all personal items from the room and may allocate the room to another student without further notice. In this event, The School shall not be held responsible for loss or damage incurred.



**BOARDING HOUSE
CHECK OUT SLIP**

BOARDER DETAILS							
Name:	_____						
NRIC / Passport No:	_____ Room No: _____						
Contact No.:	_____ Email Address: _____						
Check Out Date:	_____ Return Date: _____						
Status:	<table border="1"> <tr> <td>End of School Term</td> <td><input type="checkbox"/></td> <td>Change Room</td> <td><input type="checkbox"/></td> <td>Withdrawal</td> <td><input type="checkbox"/></td> </tr> </table>	End of School Term	<input type="checkbox"/>	Change Room	<input type="checkbox"/>	Withdrawal	<input type="checkbox"/>
End of School Term	<input type="checkbox"/>	Change Room	<input type="checkbox"/>	Withdrawal	<input type="checkbox"/>		
Declaration: I understand that it is my responsibility to ensure that, upon check out, to clear up any rubbish and return to the School the room and its items in the original good, clean and proper state of renting condition. I fully abide by all the checkout procedures as notified and I will be subject to penalty for non-compliance of the boarding rules and regulations.							
Boarder's Signature:	_____ Date: _____						
FOR OFFICE USE ONLY							
Cleanliness :	_____						
Furniture and Fitting:	_____						
Return of Room Key:	Yes No _____						
Remarks:	_____						
Signature	_____ Date: _____						

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**BOARDING HOUSE
RETURN AND CHECK IN SLIP**

BOARDER DETAILS	
Name:	_____
NRIC / Passport No:	_____ Room No: _____
Year Group:	_____ Term/Year: _____
Contact No.:	_____ Email Address: _____
Boarder's Signature:	_____ Date: _____
FOR OFFICE USE ONLY	
Staff On-Duty:	_____
Name:	_____ Date: _____
Signature:	_____

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**BOARDING HOUSE
CHANGE ROOM REQUEST**

BOARDER DETAILS			
Name: _____			
NRIC / Passport No: _____		Year Group: _____	
Contact No.: _____		Email Address: _____	
Current Room No.: _____		Room Type: _____	
Reason(s): _____			
Type of Room:	Single Room		Twin Sharing
	Standard		Standard
	Deluxe		Deluxe
Remarks: 1. Request for change room shall submit 4 weeks before the term ends with full payment and subject to availability of the room. 2. The School reserves the right to attend to the request according to the recommendation from Boarding House Parent and behaviour record(s).			
Signature: _____		Date: _____	
ACKNOWLEDGMENT BY PARENT/GUARDIAN			
I, _____ parent / guardian for _____ support the request of change room and we will obey the boarding rules and regulations and make the payment upon the request is approved.			
Name: _____		Date: _____	
Signature: _____			
FOR OFFICE USE ONLY			
Boarding House Parent			
Request Status:		Room Assigned: _____	
<input type="checkbox"/> Approved <input type="checkbox"/> Not Approved		Reason(s): _____	
Signature: _____		Date: _____	
Finance Department			
Accommodation Fee: _____		OR No: _____	
Signature: _____		Date: _____	

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8. Early Termination of the Contract

- A student who wishes to terminate the contract must submit a completed Withdrawal Form.
- The resident will be entitled to a return of the deposit paid subject to such deductions as are required for any amounts payable to NIS. This must be collected within 3 months.



NILAI INTERNATIONAL SCHOOL WITHDRAWAL FORM

(Important: Please read the Withdrawal Procedures before filling in the form) You are withdrawing from:

- School only
 School and Boarding House
 Boarding House only

A. TO BE COMPLETED BY PARENT		YEAR :	DATE : / /
Name of student	:	_____	
NCRI/Passport No	:	_____	
Reasons for Withdrawing	:	<input type="checkbox"/> Completed School <input type="checkbox"/> Transferring to another School <input type="checkbox"/> Other reasons	
Please refund my deposit to (Name of parents / guardian):			
Correspondence Address	:	_____	
Contact No	:	_____	
B. FINANCE		DATE : / /	
Tuition fees deposit	:	_____	
Accommodation deposit	:	Checked by	: _____
Locker deposit	:	_____	
Under/ Overpayment	:	Approved by	: _____
TOTAL REFUND: RM	<input style="width: 50px;" type="text"/>	Cheque No:	<input style="width: 50px;" type="text"/>
		DATE : / /	
C. LIBRARY		DATE : / /	
Outstanding loans	:	<input type="checkbox"/> No <input type="checkbox"/> Yes	RM: _____
Unpaid fines	:	<input type="checkbox"/> No <input type="checkbox"/> Yes	RM: _____
Authorised Signature	:	_____	Library Stamp : _____
D. ACCOMMODATION OFFICE		DATE : / /	
Room No	:	Type: <input type="checkbox"/> Single <input type="checkbox"/> Twin Sharing	Damage: <input type="checkbox"/> No Yes <input type="checkbox"/>
Authorised Signature	:	_____	AO Stamp : _____
E. SECURITY OFFICE		DATE : / /	
Student ID returned	:	<input type="checkbox"/> No <input type="checkbox"/> Yes	
Authorised Signature	:	_____	SO Stamp : _____
F. PRINCIPAL / DEPUTY PRINCIPAL		DATE : / /	
Reasons for leaving	:	_____	
Comments	:	_____	
Authorised Signature	:	_____	

Signature of Parent : _____
Name of Parent : _____

9. Boarders Leaving the School Premises

- Residents who wish to leave School grounds must obtain written consent from their guardian/parent and permission from the School.
- Residents are required to fill in the Permission to Leave School Premises form and to have it approved by the School before approaching the Security Guard House to leave the school site.



**BOARDING HOUSE - PERMISSION SLIP
TO LEAVE PREMISES**

BOARDER DETAILS			
Name			
Leaving Date		Time	
Return Date (if applicable)		Time	
Purpose			
Approved by		Date	
Signature		Security Signature and Date	

OVERNIGHT AND NON-SCHOOL VISITS			
Destination		Contact Details	
Method of Transport			
Parental Consent		When and How?	

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- c. Security may hold back the resident if the form is incomplete or without clear, valid signature.
- d. Residents leaving School without permission are subject to disciplinary action.
- e. Residents are expected to return to the Boarding House by 22:00.
- f. Any resident, who finds their roommate or fellow Boarder missing after 22:00 must report this immediately, to allow the School to check on the safety of the child concerned.
- g. Residents must have special written permission from parents/guardians for late nights until 22:00 or for nights out of school. Night out permission must be requested at least 24 hours in advance, and may not be granted when the following day is a school day, or for safety and security or other reasons such as poor academic performance.
- h. Residents will only be released into the care of the parents or guardians who have permission to collect them.

10. Permission to Stay In / Return to the Boarding House During School Time, Illness

- a. All Residents must exit the Boarding House block by 07:45 on school days.
- b. Residents are not allowed to stay in / return to the Boarding House without special permission from the School. To return to the Boarding House during school time, Boarders must present a signed permission slip from a House Parent.
- c. Boarders who are unwell must leave the Boarding House and go to the Sick Bay or be taken to the Clinic for examination and treatment at 07:45.

11. Keys

- a. Residents are responsible to keep their key with them at ALL TIMES.
- b. The School may require a Boarder to show their room key at any time, and the Boarder must be able to present it. Otherwise the key will be deemed to be lost.
- c. Duplication of room keys is NOT permitted and is a serious offence.
- d. A penalty of RM 10 will be charged for the replacement of a lost room key.
- e. If the resident loses his or her room key a second time, a charge of RM250 will be imposed for the replacement of the door lock.



**BOARDING HOUSE
LOST OR STOLEN KEY REPORT**

To: Finance Department
C.c.: Administration / Maintenance Department
Date:

RE: LOST OR STOLEN KEY

In case of a lost incident, a replacement key will be issued at a cost of RM10.00 (Ringgit Malaysia: Ten only) for the first two incident. The lock-set will be replaced after the third lost and students will have to bear the cost to replace the lock-set.

REQUEST FOR REPLACEMENT OF ROOM KEY

I, _____ of room No. _____
hereby request for a new room key as I have lost my key.

No.	Particulars	Charges	Please tick
1	1 st Lost	RM10.00	
2	2 nd Lost	RM10.00	
3	3 rd Lost	RM250.00	

Paid by:

Received by:

Signature:

Signature

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12. Safety and Security

- It is the responsibility of residents to safeguard their own valuables. NIS assumes no liability for any loss to the personal property of the resident.
- To secure their belongings and the belongings of their roommates, residents must lock their room door whenever they leave their room unattended.
- When Boarders are in their rooms, however, their doors must not be locked, as School staff must be able to enter rooms at any time in the exercise of their duties.
- The School will regularly conduct checks on School facilities. Residents are required to render their full cooperation at all times.
- Boarders are required to report any breach of security or damage to property to the School.
- No activities of any kind are to be carried out after 2200 anywhere in the School premises, with the exception of School special occasions approved by the Principal.
- The School can, at any time, repossess the NIS Identification Card (ID) for security purposes.
- NIS is not responsible for injuries to students or guest/s resulting from misuse of the premises.
- Residents must show Security Personnel their identification card upon entry to the Boarding House. A resident who does not have an ID has to wait while his/her identity is verified.

13. Fire Prevention and Safety

- a. It is the responsibility of all residents to help ensure that the Boarding House is safe from fire and all other hazards.
- b. Residents must immediately leave the Boarding House (and ensure all guests do so) whenever the fire alarm is sounded and cooperate with the staff and any emergency services personnel.
- c. Residents are required to participate in fire drills conducted by the School.
- d. Residents must NOT do anything which may cause a fire hazard, including (but not limited to):
 - tampering with fire doors or any of the fire prevention and control equipment
 - moving fire extinguishers from their designated places
 - using candles or joss sticks
 - obstructing corridors, stairwells, doorways or fire escapes
- e. Residents must NOT use the fire exits EXCEPT during an emergency.
- f. Residents found guilty of Fire, Health and Safety offences will be subject to strict disciplinary action including expulsion from the Boarding House and/or School.

14. Room Entry and Search

- a. The School has the authority to enter rooms to conduct searches/spot checks, either individually or in a group, for security, health, safety and cleanliness or any other purpose that NIS may deem necessary from time to time.
- b. During the search/spot check, the officers, where they have reasonable grounds to believe that there has been a breach of the Terms and Condition of this Resident Contract, the officer(s) are empowered to:
 - Require the resident to surrender and retain the resident's ID; and/or
 - Confiscate items that serve as proof of the breach of the resident contract.

15. Guests and Visitation

- a. The Boarding House is only for NIS Boarders, staff, parents and guardians.
- b. NIS provides gender-segregated accommodation, and this must be respected.
- c. Visitors are allowed stay in the designated common area between 08:00 (Non-School days) or 15:35 (School Days) and 22:00.
- d. No visitors are allowed after 22:00.
- e. Residents must not permit visitors to be in their room at any time, except parents or guardians helping them move in or out.
- f. Residents are solely responsible for ensuring that their guests comply with Boarding House Rules and Regulations, and that their guests do not cause any inconvenience.
- g. Residents are liable for any damage or loss caused by their guests.
- h. Guests must be accompanied by the resident host at all times.
- i. Guests should not be permitted to use a resident's key or ID for any reason. The resident will be held responsible for any consequences arising from such use.
- j. Security personnel are authorised to remove or exclude any guest from the Boarding House or any other part of the School where there is reasonable grounds to believe that their exclusion is necessary for the safety and/or wellbeing of other persons or the reputation of the School.

16. Respect for Others

- a. Residents must show respect for other persons living in the Boarding House and staff of NIS at all times. Residents must be considerate towards others and AVOID:
 - Creating noise in the vicinity of the boarding house blocks, especially late at night
 - Bringing guests to the kitchen/pantry
 - Leaving clutter in the rooms and kitchens such as dirty dishes, left-over food and rubbish
 - Disposing of rubbish by leaving it in corridors or throwing it out of windows
 - Playing 'pranks' on others, e.g. hiding the belongings of another resident or his/her guest
 - Taking others' food from the refrigerator

- Banging doors
 - Leaving personal items in common areas except for shoes kept tidily on shoe racks.
- b. Residents must take into consideration the following:
- I. *Noise*
 - A resident must keep noise at a level that does not interfere with the study, sleep or comfort of other residents in the block.
 - The resident must reduce the level of noise immediately if asked to do so.
 - II. *Personal Property*
 - Residents must not damage the belongings of others, take or use possessions of other residents without permission.
 - III. *Privacy*
 - Residents must respect the privacy of all other residents and the staff at NIS.
 - IV. *Behaviour*
 - Residents must not use foul or abusive language nor harass, threaten or use violence towards any person.
 - Students must dress decently during their stay in the Boarding House.
 - Male students must not enter the Female wing under any circumstances and vice versa.
 - No physical contact is allowed between female and male students on school premises.
 - Students must behave with consideration towards other residents of the Boarding House.
 - V. *Alcohol*
 - Residents and guests are strictly prohibited from bringing alcoholic beverages into school or consuming them here.
 - Alcoholic beverages or empty containers must not be used to decorate rooms.
 - VI. *Drugs*
 - Possession and distribution of intoxicants, hallucinogens or controlled substances can result in life imprisonment in Malaysia. Residents and guests are strictly prohibited from any such activities in school, and are responsible for reporting any such activities.
 - NIS may inform police and request their help in testing suspicious substances, or in dealing with students found to be in possession of drugs.
 - Residents found guilty of such activities will be subject to strict disciplinary action including expulsion from the School.
 - VII. *Gambling*
 - Betting with money is not permitted within the School.
 - Residents found guilty of such offences will be subject to strict disciplinary action which may include termination of the resident contract and/or expulsion from the School.
 - VIII. *Smoking and Vaping*
 - Smoking is banned in school.
 - Vaping and the use of e-cigarettes is similarly banned.
 - Residents found smoking will be subject to strict disciplinary action which may include termination of the resident contract and/or expulsion from School.
 - IX. *Firearms and other Dangerous Items*
 - The use and possession of weapons, firearms, fireworks, explosives or any dangerous or threatening items within NIS is strictly prohibited.

- Replica, ceremonial and toy weapons may not be brought into NIS without written permission.
 - Residents breaching these rules will be subject to strict disciplinary action which may include termination of the resident contract and/or expulsion from School.
- c. Respect for Your Living Environment
- Residents must show care for their living environment by actively promoting the following:
- Cleanliness and Maintenance, especially the tidiness and cleanliness of bedrooms and attached bathrooms, common/study rooms and pantries.
- Residents should report to the House Parents any maintenance and repairs needed and allow maintenance personnel to enter their room to carry out such repairs. Where possible, residents should make appointments for the maintenance work to be completed in their rooms.
- d. Use of Electricity, Internet, and Water; Keeping of Pets
- All electrical devices must be safe for use in the House.
 - Residents are not permitted to bring in items such as:
 - 1) Modems
 - 2) Microwaves
 - 3) Gas Stoves or cylinders
 - 4) Ovens
 - 5) Electrical musical instruments
 - 6) Drums
 - Any wire extension either from the common room / rooftop / another resident's room into the resident's room is strictly prohibited.
 - Installation of Astro/ Pay Channel is strictly prohibited.
 - Residents must switch off electrical appliances including lights and fans when not in use.
 - Residents must turn off water taps when not in use to avoid wasting water.
 - Residents are prohibited from bringing and/or keeping any animals including dogs, cats, birds, reptiles, insects or fish in the Boarding House.
- e. Vandalism
- Vandalism involves functional/cosmetic damage to property belonging to the School/ other residents. Residents committing such offences will be subject to strict disciplinary action including expulsion from the Boarding House and / or School, and must bear the cost of the repair or replacement of the property damaged.
- f. Cooking
- Residents are not allowed to cook in bedrooms.
 - Residents should utilise the common kitchen/pantry provided for cooking purposes.
 - Pantries are out of bounds after 22:00.
- g. Study Areas and Supervised Study
- Supervised Study is compulsory Monday to Thursday nights in term-time, 18:45 – 20:00.
 - Allocated study time must be attended by all students punctually and without fail. Homework, revision, wider reading, research or approved projects must be undertaken.
 - Study areas must be kept clean at all times.
 - Study areas will be open 15:35 – 22:00 school days, 08:30 – 22:00 weekends/school holidays.
- h. Laundry
- The Laundry Area is out of bounds after 22:00.

- Washing machines and dryers will be turned off by Security at 22:00 regardless of the status of washing jobs.
- Residents are not allowed to dry their clothes at any place that is visible to the public including corridors, pantries and windows.

17. Damage, Repairs and Replacement

- Residents are liable and will be required to pay for all damage (beyond normal wear and tear) to the furnishing and the room they occupy. Residents are NOT allowed to :
 - Hammer, affix nails or screws, stick tapes on the walls, draw on, paint or deface the walls, doors and furniture in any way.
 - Remove any NIS property from the common areas for their personal use.
 - Undertake their own repair or replacement work. Repairs and Replacements must be requested using the correct form.



BOARDING HOUSE MAINTENANCE REQUEST FORM

BOARDER DETAILS					
Name: _____					
Email Address: _____				Contact No: _____	
Room No: _____					
Reported Issue(s):	Electrical	Plumbing	Carpentry	Furniture	Air Conditioner
	Description: _____				
	Others: _____				
Maintenance Appointment:	You have permission to enter my room while I am away				
	You have permission to enter my room on _____ (date) after _____ (time)				
Signature: _____			Date of Request: _____		
FOR OFFICE USE ONLY					
Request received by: _____			Date: _____		
Action taken by: _____			Date: _____		
I took the following action(s): _____					
Status 1:	<input type="checkbox"/>	Solved	<input type="checkbox"/>	Unsolved	
Appointment of External Service Provider: _____					
Status 2:	<input type="checkbox"/>	Solved	<input type="checkbox"/>	Unsolved	
			Date: _____		

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18. Vehicle Parking

- Residents must display a valid NIS sticker (obtainable from the Admin Office) on their vehicle to be permitted to park their vehicle within the campus. Such vehicles must be safe and of respectable appearance.
- Vehicle parking must be tidy, respectful, safe and can be withdrawn by the school if abused.
- The School is not responsible for any loss or damage to any vehicle parked within NIS.

19. Business in School

- No trade/business may be conducted in NIS without the prior consent of the Principal.

20. Daily Activities

Time	Activity
7:00	Rise
7.50	Breakfast
8.30	Start of school day
15.30	End of school day
15.30 to 16.30	Co-curricular activities (Wednesday and Thursday)
15.30 – 18.00	Free time activities (Monday, Tuesday and Friday), Laundry and making contact with parents
18.00 to 18:30	Dinner
18:45 to 20:00	Study Time
21.45	Return to Rooms
22.00	Lights Out

21. Emergency Contact Numbers

In case of an emergency, please contact:

No	Office	Contact No.
1	Guard House	Ext No: 2149
2	Admin Office (Monday to Friday, 8.00 a.m.to 5.00pm)	Ext No: 2100
3	Boarding House Parents	

22. Our Commitment

Nilai International School is committed to promoting the health, safety, well-being, personal development, participation in worthwhile activities and educational progress of its Boarders.

Signed



Charles Dormer,
Principal,
Nilai International School.