

## Memo

To : All Residential College Residents  
From : Head of Campus Campus Lifestyle Section  
Copy to : Deputy Dean SDCL, UniKL BMI  
Date : 13 June, 2024  
Re : **RESIDENTIAL COLLEGE RESIDENT: CHECK OUT PROCESS  
FOR SEMESTER MARCH 2024**

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Assalamualaikum wrbt. and salam sejahtera,

Please be informed that all students who staying at the residential college are require to do the following room check out guidelines:

- a. Student room check out process starting from 1-12 July 2024 (9.30am-4.00pm) at Campus Lifestyle Section.
- b. Please make sure that your room is clean before check out, any room found dirty are subject to disciplinary action.
- c. No student is allowed staying in the residential college during the semester break, except those received written approval from the management.

For those who are approve for attending short semester session (30 July-28 Sept.2024), Residential College application will be announced soon. If you have any query related to this matter, kindly contact our Residential Unit; En. Muhammad Faizal Ghazali (0126137414). Your cooperation to follow all the procedures are highly appreciated.

Thank you.

**CAPT. (RTD. ZAININ OSMAN**  
Head of Campus Lifestyle Section