

## MEMO

### ARAHAN PENGOSONGAN KEDIAMAN

**KEPADA : SEMUA PENGHUNI KOLEJ**

**DARIPADA : Pengetua**  
Kolej Kediaman Kampus Bestari Jaya

**SALINAN : 1. Dekan Pembangunan Pelajar & Jaringan Komuniti**  
2. Felo Residen  
3. Pejabat Antarabangsa  
4. Unit Keselamatan

**RUJUKAN : UNISEL/KKBJ/18/05(18) Jld.(1)**

**TARIKH : 18hb Disember 2018 (Selasa)**



**MUHAMMAD BIN HASHIM**  
PENGETUA  
KOLEJ KEDIAMAN KAMPUS BESTARI JAYA  
UNIVERSITI SELANGOR

Assalamualaikum dan salam sejahtera

Merujuk kepada Kalendar Akademik, tempoh Cuti Semester September 2018 bagi program Tahun Asas dan Pra Siswazah adalah melebihi dua (2) bulan.

Pihak kolej dengan ini mengeluarkan Arahan Pengosongan Kediaman melibatkan semua penghuni pada cuti semester ini. Sehubungan dengan itu, penghuni adalah diwajibkan untuk mendaftar keluar kolej selewat-lewatnya pada **15/01/2019** bagi Pelajar Tahun Asas atau **05/02/2019** bagi Pelajar Pra Siswazah.

Perkara	Tindakan Pelajar
Daftar Keluar	i. Memastikan kebersihan unit kediaman ii. Bawa keluar semua barangan persendirian iii. Serah kunci beserta Borang Daftar Keluar kepada Pejabat Kolej
Stor sementara	i. Lokasi : A5-GF-U2, D4-GF-U2, E3-GF-U4, J3-GF-U2 ii. Tiada bayaran dikenakan iii. Penyimpanan barang atas tanggungan sendiri iv. Penyimpanan barang terlarang tidak dibenarkan
Penginapan transit	i. Kemukakan permohonan sebelum tarikh akhir daftar keluar ii. Yuran penginapan dikenakan iii. Lokasi penginapan transit ditentukan oleh pihak kolej
Tempahan Kolej Kediaman Semester April 2019	i. Sila rujuk Memo Kolej : UNISEL/KKBJ/18/05(17) Jld.(1) ii. Tempahan Individu : 20/12/2018 – 03/01/2019 iii. Tempahan Berkumpulan : 24/12/2018 – 04/01/2018

Adalah dinasihatkan supaya penghuni membuat persiapan yang diperlukan.

Sekian, terima kasih.



**Peneraju Transformasi**  
**Leader of Transformation**

## MEMO

### RESIDENT EVACUATION INSTRUCTIONS

**TO** : ALL COLLEGE RESIDENTS

**FROM** : Principal  
Bestari Jaya Campus Residential College

**COPY** : 1. Dean, Student Affairs  
2. Resident Fellow  
3. International Office  
4. Security Unit

**REFERENCE** : UNISEL/KKBJ/18/05(18) Jld.(1)

**DATE** : 18th December 2018 (Tuesday)

  
**MUHAMMAD BIN HASHIM**  
 PENGETUA  
 KOLEJ KEDIAMAN KAMPUS BESTARI JAYA  
 UNIVERSITI SELANGOR

Assalamualaikum and greetings

Referring to the Academic Calendar, the period of September 2018 Semester Break for the Foundation and Undergraduate Programme is over two (2) months.

The college hereby issues the Resident Evacuation Instructions which involves all residents on this semester break. Therefore, residents are required to check out college by **15/01/2019 for Foundation Students** or **05/02/2019 for Undergraduate Students**.

Matter	Student Action
Check out	i. Clean the residential unit ii. Bring out all personal items iii. Submit the key with Check Out Form to the College Office
Temporary storage	i. Location : A5-GF-U2, D4-GF-U2, E3-GF-U4, J3-GF-U2 ii. No payment imposed iii. Storage on your own liability iv. Restriction items are not allowed
Transit Accomodation	i. Submit application before check out due date ii. Accomodation fees apply iii. The transit accomodation location is determined by the college
Residential College Booking April 2019 Semester	i. Please refer Collge Memo : UNISEL/KKBJ/18/05(17) Jld.(1) ii. Individual Booking : 20/12/2018 – 03/01/2019 iii. Group Booking : 24/12/2018 – 04/01/2018

It is advisable for residents to make the necessary arrangements.

Thank you.



**Peneraju Transformasi**  
**Leader of Transformation**