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**UNCLAIMED STUDENT'S
BELONGINGS
AT MAHALLAH**

**Version No: 01
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1.0 OBJECTIVE

The objective of this document is to manage unclaimed student's belongings at Mahallah in IIUM.

2.0 GUIDELINE(S) UNCLAIMED STUDENT'S BELONGINGS AT MAHALLAH

- 2.1 Student shall surrender the room key and vacate the room upon check-out.
- 2.2 Unclaimed student's belongings in the room/ compartment/ common area will be removed upon check-out and not claimable.
- 2.3 Unclaimed belongings will be disposed without prior notice.
- 2.4 The University shall not be held responsible for any lost or damaged items due to the above action.

3.0 REFERENCE

- 3.1 Workflow on handling student's personal items at Mahallah
- 3.2 Standard Operating Procedure on handling student's personal items at Mahallah