

Kwansei Gakuin University International Residence II Rules and Regulations

Kwansei Gakuin University Residence Center

1-155 Uegahara 1ban-cho, Nishinomiya, Hyogo, 662-8501 JAPAN

Phone: +81-798-51-0952 / Fax: +81-798-51-0954

E-mail: dormitory@kwansei.ac.jp

※KGU outsources management work to Kyoritsu Maintenance Co., Ltd.

Introduction

Residents living in International Residence II (hereafter refer to Residence II) must treat other residents with the utmost respect and must behave in a manner that coincides with the rules while living in the dorm. After moving in, in addition to observing the rules, residents shall listen to and follow the instruction of staff members of Residence Center as well as the Dorm Managers. **Any residents who fail to do so may be expelled from the dorm.** Residence Center may change the rules and regulations at its discretion.

1. Length of Stay

1. Residents may only live in Residence II for two year or less.
2. The residence who move in the Residence II in spring must be move out by March 20 of two years later.

2. Moving-in

1. Newly arrived residents shall check their rooms upon moving-in and notify the Dorm Manager of any discrepancies with the room with in 1 week from moving-in.
2. Reparation of unreported discrepancies found upon moving-out check may be billed to the resident.

3. Curfew and Security

1. Curfew is at 23:00 (11 PM). Residents who enter the dorm past the curfew shall make sure to enter/exit quietly not to bother other people living in the dorm.
2. Residents shall not share the digital code of entrance with non-residents; residents found doing so will be removed from the dorm.

4. Having Visitors

1. The visitor must sign their name upon their visit. You can have them only in the lobby or the dining room on the first floor, and make sure not to bother other residents.
2. Visitors are not permitted to enter any resident's rooms.
3. Visitors are only allowed to stay in the dorm until 21:00 (9 PM).
4. Visitors are not allowed to spend the night. Residents discovered hosting a visitor will be removed from the dorm.

5. When Staying Out Overnight

1. Residents shall make sure to turn off and unplug all electronic devices before exiting the dorm.
2. Residents planning to stay overnight other than the dorm shall submit "Overnight Stay Notice" from the link below or QR code.
URL: <https://form.jotform.com/80507198471966>



6. Fees

1. Bills (entrance fee, dorm fee and utility fee) will be sent to residents by Kyoritsu Maintenance Co., Ltd. Residents shall pay their bills by the due date.
2. Failing to pay for any fees for more than three consecutive months or more will result in the resident being expelled from the dorm.
3. Gas is provided via an individual contract with Osaka Gas. Students shall follow Osaka Gas's instructions regarding payment, and when leaving the dorm, in addition to having the service disconnected, must settle the final month's bill with Osaka Gas.
4. The cost for rent and utilities are as follows. KGU may change the rules at its discretion. Please note that KGU may ask you to pay additional fee when there is a huge gap between your paid amount and actual

electricity fee.

5. The dorm fee is charged even if the resident is out of the dormitory in a long term, such as a temporary leave outside of Japan.
6. The electricity fee of private room is calculated with monthly usage and usage unit price of the fiscal year.
7. The water fee of private room is calculated as shown in the list.
8. In the cases that a resident need to be billed immediately due to returning his/her home country, and that utility fees of the last month cannot be calculated by the two weeks prior to the move out date, the final utility fee is calculated as follows:
The utility usage is measured two weeks prior to the move out date. According to this measurement, the whole month usage is estimated. The final utility fee is calculated with this estimated usage and the unit price.

		Exchange Students / Degree Seeking International Students								
Dormitory Fee	Entrance fee	¥20,000								
	Insurance fee	Residents shall purchase the Insurance Package as instructed by Residence Center Degree Seeking International students only)								
	Rent	Regular	Monthly rent ¥ 42,000 + Equipment maintenance fee (includes internet fee) ¥ 4,100							
		Moving in/out early/late	A dorm fee for someone who moves into/out of the dorm early/late will be calculated by the amount of days the resident is in the dorm. Early and late entry/exit of dorm = @¥1,500 × days spent in dorm Only if the resident submitted the notification of leaving at least one month prior to exiting the dorm. A resident who failed to submit the notification of leaving will be charged for the full month.							
		Regular	<ul style="list-style-type: none"> ■ Electricity Bill – amount measured by use in private room (Unit price sent from Finance Section, dorm manager measures meter) ■ Water Bill – amount measured by use in private room (¥2,000/untill 10m³ + Excess fee exceeding 10m³ / Excess fee: Clean water=¥126/m³, Sewage water=¥79/m³) ■ Gas bill (private room) – directly handled through contract with Osaka Gas company 							
	Utility costs(private room)	Moving in/out early/late	The electric and water bills for your first month in the dorm will be calculated through meter. You will be billed for the electricity and water fee (private room) will be calculated by the amount of days you live in the dorm for the month of your moving out.							
			<Electric Bill (private room)>							
			Days spent	Max amt. for most recent month	Max amt. for most recent month	Max amt. for most recent month	Max amt. for most recent month	Max amt. for most recent month	Max amt. for most recent month	Max amt. for most recent month
				¥600	¥1,200	¥2,400	¥3,600	¥4,800	¥6,000	¥7,200
			1~10	¥200	¥400	¥800	¥1,200	¥1,600	¥2,000	¥2,400
11~20			¥400	¥800	¥1,600	¥2,400	¥3,200	¥4,000	¥4,800	
21~31	¥600	¥1,200	¥2,400	¥3,600	¥4,800	¥6,000	¥7,200			
The maximum collected amount will following according to the rules above and be set at ¥1,200.										
<Water Bill (private room)>										
Days spent	Max amt. for most recent month	Max amt. for most recent month	Max amt. for most recent month	Max amt. for most recent month	Max amt. for most recent month	Max amt. for most recent month	Max amt. for most recent month			
	¥2,000	¥3,000	¥4,000	¥5,000	¥6,000	¥7,000	¥8,000			
1~10	¥700	¥1,000	¥1,400	¥1,700	¥2,000	¥2,400	¥2,700			
11~20	¥1,400	¥2,000	¥2,800	¥3,400	¥4,000	¥4,800	¥5,400			
21~31	¥2,000	¥3,000	¥4,000	¥5,000	¥6,000	¥7,000	¥8,000			
The maximum collected amount will following according to the rules above and be set at ¥1,000.										

※1 KGU may change the rules if the amount shouldered by university become increased.

※2 If the length of stay of the month is within 10 days, water bill will be half month ¥1,000.

7. “Rental Futon Set”

Upon moving-in, exchange students will receive a “Rental Futon Set”. The “Rental Futon Set” contains the following items. For Degree Seeking International Students who need “Rental Futon Set”, please refer to item no. 23.

- 1 mattress / bed pad
- 2 sheets
- 1 blanket
- 1 comforter
- 2 comforter covers
- 1 pillow
- 2 pillow cases

1. Residents shall check the content of their “Rental Futon Set” upon arrival. If any item is missing or broken items are found from the “Rental Futon Set”, residents shall notify the Dorm Manager with in 1 week.
2. A resident will be billed for the replacement in the case of missing/broken items are found after a week.

8. Room Management

1. Residents shall keep their room tidy and clean by themselves including the air-conditioner filter and the balcony.
2. Residents will receive one roll of toilet paper upon moving-in. Residents shall make sure to purchase more toilet paper before it runs out.
3. To prevent the toilets from breaking, clogging, or emitting an odor, residents shall not dispose anything other than toilet paper, such as lady products, paper towels, wipes, or any leftover food.
4. Residents shall regularly open their window to air out the room, and use the air conditioner in moderation. Residents shall notify the Dorm Manager if they discover any mold or bug issues.
5. Residents shall not put any stickers or similar objects on the wall, ceiling, or furniture. Piercing the wall with thumbtacks, pins, etc., is forbidden.

6. Residents shall contact the Dorm Manager if there is water damage or any other facility issues.
7. When the light bulbs burn out, please get new bulbs and replace them. If you can't do so by yourself, please ask the dorm manager for help.
8. Residents shall not make any physical changes to their room/unit.
9. Members of the opposite sex may not enter each other's rooms. If discovered doing so, the resident will be immediately expelled from the dorm.
10. Pets are not allowed.
11. Cooking inside of your room is not allowed.
12. Residents shall purchase and use their own soap, towel, etc.

9. Room Key

1. The residents are responsible for their room keys during their stay at the dorm. A resident who lost their room key shall contact the Dorm Manager.
The resident will be billed more than 10,000 JPY to replace the key.
2. Residents shall not make copies of their room keys.
3. Residents shall not lend their room keys to anybody.

10. Internet

All residents can connect to Wi-Fi inside of the dorm.

User ID and password can be found on a separate document which will be handed out at the dormitory on the day of moving-in.

11. Laundry

Residents shall be mindful of their other residents when using the washing machine and make sure to not leave laundry sitting the inside for too long.

1. There are two laundry rooms, one on the second floor for male students, and one on the third floor for female students.
2. The machines cost 200 yen to operate.
3. As not to disturb other residents, the laundry may only be used until 23:00.
4. Students must dry their laundry on their own balconies.
5. Students may not place their personal belongings or hang dry their washing in the hallways.

12. Common Space

1. When entering the dorm, students must ensure they remove outdoor shoes and place them in the shoe boxes provided.
2. Outdoor shoes and indoor shoes shall be kept separated.
3. Eating in the lobby is prohibited.

13. Mail and Packages

1. Residents shall check their mailbox every day for mail or any other information.
2. If residents are not in the dorm at the time of package delivery, the postman will put a notice in the resident's mailbox. Residents can request a redelivery at their earliest convenience.
3. Residents shall specify the room no. in the address. Mail/packages without room no. will not be delivered.

14. Bulletin Board

1. Any important notices as well as room check schedule will be posted regularly on the bulletin board on the first floor next to the Dorm Manager's office.
2. In principle, residents cannot post personal flyers, brochures and posters on the bulletin board.

15. Taking Out the Trash

1. Residents shall separate burnable, non-burnable trash, cans, bottles, glass bottles and take out the trash according to the rules laid out by Takarazuka City.
2. Residents shall make sure to check the trash collecting schedule and to take out your trash before 8:00 on the day of pick-up.
3. Residents who have large trash to dispose of shall contact the Dorm Manager. Depending on the size of the trash, there will be a fee to pay.
4. Disposing of large trash without paying a fee is prohibited by law.

16. Kitchen and Dining

1. Meals are not provided in Residence II. The kitchen may be used to prepare your meals.
2. As the kitchen is a shared facility, students must clean the kitchen after each use and dispose trash in a designated place.
3. Students must prepare their own cooking utensils and dishware.
4. The common facilities must be used with care and must be cleaned after each use.
5. Do not use other people's belongings.

6. The dining room is a place for all residents to have meals. Parties or gatherings that would interfere with this rule are not allowed.
7. The dining hall and kitchen is locked every night from 23:00 until 6:00 the following morning.

17. No Smoking (Including Heated Tobacco and Electronic Cigarette)

1. The Residence II is a non-smoking dorm. Residents are not allowed to smoke in their rooms or any areas inside the building. Residents shall only smoke in the designated area near the ashtray bin. Residents shall refrain from smoking in the surrounding neighborhood.
2. Watch the fire when you smoke.
3. Underage smoking (less than 20 years of age) is prohibited by law.

18. Drinking

Underage drinking (less than 20 years of age) is prohibited by law

19. Disaster and Crime Prevention

1. Residents shall beware of theft and make sure to lock their room/unit when they are not inside. KGU declines all responsibility in case of theft. Residents shall mind their personal items.
2. Residents shall be extremely careful when using the kitchen in order to prevent any fires or accidents.
3. Periodic room checks and cleaning will be held by the Dorm Management Company. The workers enter the private room if needed. Residents will be notified the information posted on the bulletin board. Residents shall check the bulletin board constantly.
4. Regardless of the room check, if there is evidence that there is water leakage or an emergency situation in a room, entry without permission will be granted.

20. Open Flames

1. Using candles, incense or something with an open flame that could cause a fire is not allowed.
2. Use of gas and electric stoves, or any other things that could cause a fire is strictly prohibited. Only heated carpets and blankets are allowed.
3. Lighting fireworks or a BBQ is not allowed in the Residence II vicinity.

21. Moving-out

1. Residents who are planning to move out of Residence II must notify Residence Center at least one month before the scheduled moving-out date and turn in a "Notification of leaving" online form.
URL: <https://form.jotform.com/KwanseiGakuin/NotificationofLeaving>
2. Failure to turn in the "Notification of leaving" at the appropriate time will result in the resident being charged as a continuing resident.
3. Before moving-out of the dorm, residents shall clean their room/balcony and bring it back to its original state. Residents will be billed (min 5,000 JPY) for any insufficient cleaning, damaged/missing items or leftover items that require special disposal.
4. Before moving-out of the dorm, the Dorm Manager will do a full room check to confirm any damaged or missing property, or to see if there are any forgotten items.
5. Residents shall return their room key to the Dorm Manager upon moving-out.
6. We will bill your rent fee according to the date submitted in the Notification of Leaving. There will be no reduction or refunds even if you move out prior to the date submitted.



22. Other Important Information

1. Quiet hours begin at 21:00 (9 PM). Residents shall not be a nuisance to other residents. Residents shall be conscious of their noise level, remember to lower their voice during quiet hours and to not burden the neighborhood surrounding the dorm.
2. Residents who have caused any damage or destruction of dorm facilities or property will be held liable.
3. Drugs and medications are not available in the dorm. Residents shall obtain their own drug by seeing a doctor, etc.
4. Residents cannot select or change room once it is allocated by Residence Center.
5. Presence of narcotics/drugs such as marijuana or stimulants, as well as guns/swords is strictly prohibited.
6. Feeding the wild cats living in the area is prohibited.
7. Access to the Residence by car is not allowed. The residents may only carry in luggage by notifying the Dorm Manager in advance.
8. Residents who own a bicycle shall notify the Dorm Manager and park it in the designated area. Bicycles without such registration will be discarded without notifying the owner. Residents shall take care of their bicycle upon moving-out (e.g. giving it to someone, dispose as large trash, etc.)
9. KGU declines all responsibility in case of theft. Residents shall mind their personal items.
10. Residents shall not receive the food delivery after 21:00 (9PM).

23. Degree Seeking Int'l Students: Additional Important Information

1. Degree Seeking International Students shall purchase the Fire Insurance as instructed by Residence Center. The bill will be sent out to residents by Residence Center. Residents shall make sure to pay their bills by the appropriate date.
2. Degree Seeking International Students who need "Rental Futon Set" can apply it through Residence Center prior to moving-in. It is strictly prohibited to use the bed without bedding.
3. Degree Seeking International Students who own a motorbike shall notify the Dorm Manager and park in the designated area.
4. Degree Seeking International Students residing in a KGU-run dorm will need to take the KGU Medical Examination after the beginning of class every year.

24. Dorm Manager's Office

The Dorm Manager's Office is also the Dorm Manager's personal residence. The Dorm Manager is available from 9:00 (9 AM) to 18:00 (6 PM).

<p>【Kwansei Gakuin University International Residence II】 5-22-17, Kawamo, Takarazuka, Hyogo, 665-0842, JAPAN TEL:+81-797-86-2243</p>
--

