

Kwansei Gakuin University International Residence III 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

The International Residence III (hereafter refer to Residence III) is a studio type apartment dormitory rented for international students. After moving-in, residents are asked to follow the dormitory rules, as well as the directions from Residence Center and the Dorm Manager. **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 III for two years or less.
2. The residence who move in the Residence III in spring must be move out by March 20 of two years later.

2. Moving-in

1. Residents must obey rules not only mentioned here, but also directions from Residence Center and the Dorm Manager during their stay.
2. The applicant (student) is the only person able to occupy the room. The apartment may not be shared with or subleased to third parties.
3. Overnight stays of guests are not allowed.
4. Newly arrived residents shall check their rooms upon moving-in and notify the Dorm Manager or Residence Center staff members of any discrepancies with the room within 1 week from moving-in.
5. Reparation of unreported discrepancies found upon moving-out check may be billed to the resident.

3. Security

The entrance to the building is automatically locked. Do not allow strangers to follow you inside.

4. 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>



5. 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. The cost for rent and other fees are as follows. KGU may change the fees at its discretion. Please note that Residence Center may ask you to pay additional fee when there is a huge gap between your paid amount and actual utilities.
4. The dorm fee is charged even if you are out of the dormitory in a long term, such as a temporary leave outside of Japan.

		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 ¥48,000 + service fee ¥4,000 + hot water supply fee ¥3,630							
		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 = @¥1,800 X 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.							
	Expenses	Regular	Utilities actual amount per month (Hot water supply: ¥110/100L when exceeding 2m ³ per month) <Electricity·Water·Hot water supply>							
		Moving in/out early/late	Electricity fee and water fee for a resident who moves into the dorm early/late will be calculated according to the number of days the resident has been in the dorm. ※ Only if the resident submitted the notification of leaving at least one month prior to exiting the dorm, the following amount will be used. ※ A resident who failed to submit the notification of leaving will be charged for the full month of Electricity and Water fee.							
		<table border="1"> <thead> <tr> <th>Days spent</th> <th>Amount</th> </tr> </thead> <tbody> <tr> <td>1~10</td> <td>¥2,100</td> </tr> <tr> <td>11~20</td> <td>¥4,200</td> </tr> <tr> <td>21~31</td> <td>¥6,300</td> </tr> </tbody> </table>	Days spent	Amount	1~10	¥2,100	11~20	¥4,200	21~31	¥6,300
Days spent	Amount									
1~10	¥2,100									
11~20	¥4,200									
21~31	¥6,300									

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

6. “Rental Futon Set”

Upon moving-in, exchange students will receive a “Rental Futon Set”. The “Rental Futon Set” contains the items below. The Degree Seeking International Students who need “Rental Futon Set” refer to item no. 20

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

- Residents shall check the content of their “Rental Futon Set” upon arrival, sign, and submit the “Rental Futon Set Receipt” online form to Residence Center within one week from the moving-in date.

URL : <https://form.jotform.com/KwanseiGakuin/RentalFutonSetReceipt>



- If any item is missing or broken items are found from the “Rental Futon Set”, residents shall notify Residence Center within 1 week.
- A resident will be billed for the replacement in the case missing/broken items are found after submitting the receipt.

7. Room Management

- Residents must keep their room tidy and clean by themselves. Particularly, please pay great attention to keep wet area clean. If failing to do so may cause clogged pipes of the entire dorm.
- 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.
- In case of emergencies the Dorm Manager or Residence Center staff may enter the resident's room without the consent of the resident.
- In case residents cannot be contacted and have unpaid rent, Residence Center staff or other KGU staff may enter the resident's room without the consent of the resident to remove personal belongings of the resident.
- Outdoor foot wear shall not be worn in the room.

8. Fixtures

- All fixtures including walls, floors, ceilings, Kitchenette, bathroom fixtures, furniture, may not be altered or changed.
- Please do not put any stickers or similar objects on the wall, ceiling, or furniture. Piercing the wall with thumbtacks, pins, etc., is forbidden.
- Notify Residence Center immediately in case any of the room fixtures become broken or lost.
- In extreme cases the student shall be responsible for the payment of the damaged or lost items.
- Replacing expendable supplies such as light bulbs will be the responsibility of the resident.

9. Room Key

- Students are responsible for their room keys during their stay at the dorm. A resident who lost or broke their room key shall contact to Residence Center and submit a “Lost Key Declaration and Spare Key Usage Acknowledgment” online form.



URL: <https://form.jotform.com/KwanseiGakuin/LostKeyDeclaration>

The resident will be billed around 20,000 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 Internet (LAN) in their rooms. When using the internet, residents need to purchase LAN cable. When using Wi-Fi, Residents need to purchase Wi-Fi router.

11. Common Area

1. Residence III is not only occupied by KGU international students. Be sure to observe the rules and manners in the building.
2. Residents may not place their personal belongings or hang dry their washing in the hallways.

12. Mail box / Delivery box

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 their package in their delivery box, and the residents will receive a notification slip in the mailbox. Residents shall contact the Dorm Manager at their earliest convenience to retrieve the package.
3. Residents are unable to receive their package if a package doesn't fit in the delivery box. Residents shall keep this in mind when asking someone to deliver a package to them.
4. Residents shall specify the room no. in the address. Mail/packages without room no. will not be delivered.

13. Taking Out the Trash

1. Residents are responsible for cleaning their own rooms and disposing their trash.
2. Burnable, plastics, bottles, cans and pet bottles must be sorted accordingly and placed in designated places.
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.

14. No smoking (including Heated Tobacco and Electronic Cigarette)

1. Residents are not allowed to smoke in their rooms or balcony or common area.
2. Underage smoking (less than 20 years of age) is prohibited by law.

15. Drinking

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

16. Disaster and Crime Preventions

1. KGU will not be held liable for any theft at the Residence III.
2. Heating devices other than the air conditioner in the room are prohibited.
3. Do not use the elevators in case of earthquakes or fire.

17. Open Flames

1. Using candles, incents 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 III vicinity.

18. Moving-out

1. Residents planning to move out of Residence III must notify Residence Center at least one month before the scheduled moving-out date and submit 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.
- Residents are responsible for cleaning their rooms before vacating. Cleaning expenses will be charged to residents who have not cleaned their rooms.
 - Room check will be made prior to moving-in and moving-out with the resident and Residence Center staff. The move out will not be considered final until the resident attends the room-check before moving out. Residents will be billed (min 5,000 JPY) for any insufficient cleaning, damaged/missing items or leftover items that require special disposal.
 - Residents shall return their room key to the Dorm Manager upon moving-out.
 - 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.

19. Other Important Information

- Residents shall try their best not to cause trouble with other residents. But if they do, try to solve among the concerned parties first, then report the incident to Residence Center.
- Residents cannot select or change room once it is allocated by Residence Center.
- Presence of narcotics/drugs such as marijuana or stimulants, as well as guns/swords is strictly prohibited.
- Feeding the wild cats living in the area is prohibited.
- Access to the Residence by car is not allowed.
- 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.).
- Residents shall not place belongings on the balcony.
- Residents shall not put things to dry out on the balcony's handrail
- Residents shall be careful of accidents concerning water and make sure there are no leaks from the tap.

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

- 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.
- 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.
- Degree Seeking International Students who own a motorbike shall notify the Dorm Manager and park 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.)
- 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.

【Kwansei Gakuin University International Residence III】
Le Monde Nishinomiya
3-21 Hiraki-cho, Nishinomiya, Hyogo, 662-0835, JAPAN