

# Kwansei Gakuin University International Residence IV 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](mailto:dormitory@kwansei.ac.jp)  
※ KGU outsources management work to Kyoritsu Maintenance Co., Ltd.

## Introduction

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Residents 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, please listen to and follow the instruction of Residence Center staff members as well as the Dorm Managers. **Any residents who fail to do so may be removed from the dorm.** Residence Center may change the rules and regulations at its discretion.

## 1. Length of Stay

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Residents may only live in Residence IV for 1 semester only.

## 2. Moving-in

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1. 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.
2. Reparation of unreported discrepancies found upon moving-out check may be billed to the resident.

## 3. Curfew and Security

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1. Curfew is at 11:00p.m. If you do enter the dorm after 11:00p.m., please make sure to enter/exit quietly and not to bother other people living in the dorm.
2. There is a set security code at the entrance for security reasons. If there is ever a change, residents will be notified. Please make sure not to tell the code to non-residents. Residents who fail to do so may be expelled from the dorm.

## 4. Having Visitors

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1. When you have visitors, you must report to the Dorm Manager. Also, the visitor must sign their name upon their visit. Please note that visitors may only stay at the dining room.
2. Please be respectful of others who are using the common areas.
3. Visitors are not permitted to enter any resident's rooms.
4. Visitors are only allowed to stay in the dorm until 9:00p.m.
5. Visitors are not allowed to spend the night. If you are discovered doing so, you may be expelled from the dorm.

## 5. When Staying Out or Overnight

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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

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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. If you do not pay for your rent and utilities for three months or more, you will be removed from the dorm.
3. The cost for rent and utilities are as below. 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.

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						Short term students																														
Dormitory Fee	Entrance fee	¥20,000						—																														
	Rent	Regular	Monthly rent ¥ 32,000						¥2,650/day (include the rent, expenses, shower(10 min. x 3 times per day) and rental futon set)																													
		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. $\text{Early and late entry / exit of dorm} = @¥1,000 \times \text{days spent in dorm}$ 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(Common space)	Regular	Utilities*Internet Monthly rate ¥ 5,100																																			
		Moving in/out-early/late	Utility and Internet 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 (Utilities fee *Internet fee): <table style="margin-left: 20px;"> <tr> <td>Days spent</td> <td>Amount</td> </tr> <tr> <td>1~10</td> <td>¥ 1,700</td> </tr> <tr> <td>11~20</td> <td>¥ 3,400</td> </tr> <tr> <td>21~31</td> <td>¥ 5,100</td> </tr> </table>							Days spent	Amount	1~10	¥ 1,700	11~20	¥ 3,400	21~31	¥ 5,100																					
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Expenses(Private room)	Regular	Electricity fee : amount measured by use in private room Early and late entry fee (Electricity): amount measured by use in private room Early and late exit fee (Electricity): amount calculated by the amount of days the resident is 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.																																				
	Moving in/out-early/late	<Electricity Bill (Private room)> <table border="1" style="margin-left: 20px; width: 100%;"> <thead> <tr> <th>Days spent</th> <th>Max amt. for most recent month ¥600</th> <th>Max amt. for most recent month ¥1,200</th> <th>Max amt. for most recent month ¥2,400</th> <th>Max amt. for most recent month ¥3,600</th> <th>Max amt. for most recent month ¥4,800</th> <th>Max amt. for most recent month ¥6,000</th> <th>Max amt. for most recent month ¥7,200</th> </tr> </thead> <tbody> <tr> <td>1~10</td> <td>¥200</td> <td>¥400</td> <td>¥800</td> <td>¥1,200</td> <td>¥1,600</td> <td>¥2,000</td> <td>¥2,400</td> </tr> <tr> <td>11~20</td> <td>¥400</td> <td>¥800</td> <td>¥1,600</td> <td>¥2,400</td> <td>¥3,200</td> <td>¥4,000</td> <td>¥4,800</td> </tr> <tr> <td>21~31</td> <td>¥600</td> <td>¥1,200</td> <td>¥2,400</td> <td>¥3,600</td> <td>¥4,800</td> <td>¥6,000</td> <td>¥7,200</td> </tr> </tbody> </table> The maximum increment will follow according to the rules above and be set at ¥1,200.						Days spent	Max amt. for most recent month ¥600	Max amt. for most recent month ¥1,200	Max amt. for most recent month ¥2,400	Max amt. for most recent month ¥3,600	Max amt. for most recent month ¥4,800	Max amt. for most recent month ¥6,000	Max amt. for most recent month ¥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
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※1 The rent and expenses will be half-rate if the two exchange students share one room.

※2 The fee for the exchange students to use the shower will be actual amount.

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

## 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. 26.

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

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 within 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. All residents must keep their room tidy and clean by themselves. Please make sure that the inside of the room is kept neat.
2. Regularly open the window to air out the room, and use the air conditioner in moderation. If you discover any mold or bug issues, please contact the Dorm Manager.
3. Please do not put any stickers or similar objects on the wall, ceiling, or furniture. Piercing the wall with thumbtacks, pins, etc., is forbidden.
4. Please contact the Dorm Manager if there is a faulty light, water damage, or fixtures broken.
5. You may not make any physical changes to your room.
6. Members of the opposite sex may not enter each other’s rooms. If you are discovered doing such, you may be immediately expelled from the dorm.
7. If the electric fluorescent light goes out, buy a new one and replace it. If it’s too hard for you to replace, please ask the Dorm manager to help you.
8. Pets are not allowed.
9. Cooking inside of your room is not allowed.
10. 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. The resident who lost the room key shall contact the Dorm Manager.  
The resident will be billed about 2,500 JPY to replace the key.
2. Do not make copies of your room key.

3. Do not lend your room key to anybody.

## **10. Internet**

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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 moving-in.

## **11. Laundry**

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1. There are washing machines and dryers.
2. The men's is on the top level floor and the women's is located in the shower room.
3. Consider when to use them, and make sure that you do not leave your laundry sitting inside for too long.
  - Available time: 7:30am till 11:00pm
  - Cost: Washing machine: 200yen/use  
Dryer: 200yen/30min.

## **12. Shared Space**

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1. Leaving things or hanging laundry in the hallway is not allowed.
2. Always take off your shoes before entering the dorm.
3. Put shoes in a shoe slot. Please separate the slots for use of indoor and outdoor shoes.

## **13. Showers**

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1. Showers are shared and separated into women's and men's showers. There are 4 shower stalls in each.
  - Available time: 7:00am till 12:00am
  - Cost: 100yen/10min.
2. Wave over your IC card and water will begin to come out.
3. To recharge your IC card, bring cash to the Dorm Manager's office.
4. Please be careful not to lose your IC card. If you lose it, replacement processing fee 2,000yen is required, and the remaining credit cannot be refunded.
5. Please return your IC card to the Dorm Manager when you move out.
6. Please bring and use your own soap, towel, etc.
7. Please make sure that you throw away your hair in the drain and leave the shower clean enough for next person to use.

## **14. Toilet**

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1. To prevent the toilets from breaking, clogging, or emitting an odor, please do not dispose anything other than toilet paper. Please do not dispose of any lady products, paper towels, wipes, or any leftover food.
2. Please inform the Dorm Manager if anything breaks or if there are any unpleasant odors.
3. The Dorm Manager will clean the toilets regularly and be in charge of collecting trash.
4. The Dorm Manager will supply you with toilet paper if it runs out. If you find no toilet paper available, please contact the Dorm Manager.

## **15. Rental Items**

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1. Items (see p.6) can be rented from the Dorm Manager's office. Those who wish to rent those items, please go to the Dorm Manager's office. Write your name down on lending record notebook when renting and returning an item.
2. Whoever rents out any rented items that become lost or damaged, that person will be held liable. Thus please take good care of something if you rent it out.
3. If you have rented out an item, you cannot lend it to someone else.

## **16. Mail and Packages**

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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.

## **17. Bulletin Board**

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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, please do not post any personal flyers, brochures and posters.

## 18. Taking Out the Trash

1. Please take out your trash according to the rules laid out by Nishinomiya city. Separate and take out your burnable, non-burnable trash, cans, bottles, glass bottles to its designated area.
2. If you have large trash to dispose, please contact the Dorm Manager. Depending on the size of the trash, there will be a fee to pay.
3. Disposing large trash without paying a fee is prohibited by law.

## 19. Kitchen and Dining Room

1. No meals are provided at the International Residence IV, however there is kitchen available to you for your personal cooking.
2. The kitchen is used by all residents. Please be sure to clean the sink, IH cooking heater, rice cooker, etc. after use. Please remember to throw away all trash in the proper receptacle.
3. Please provide your own spices, herbs, silverware, plates, and bowls.
4. Please keep the refrigerator clean and organized. Write your name on all of your food. Food that emits strong, unpleasant odors or smells shall be sealed tightly and properly.
5. If there is something in the refrigerator that the Dorm Manager feels could be harmful or damaging, they may be disposed.
6. Dish soap and sponges are provided for you in the shared spaces. If they are to run out or become old, please inform the Dorm Manager.
7. The dining room is a place for all residents to have meals. Parties or gatherings that would interfere with it are not allowed.

## 20. No smoking (including Heated Tobacco and Electronic Cigarette)

1. International Student Residence IV is a non-smoking dorm. Residents are not allowed to smoke in their rooms or in the common areas.
2. Please smoke on the roof by the ashtray bin. Also, please take into consideration where you are smoking in the neighborhood area. Be cautious of where you throw away your cigarette and make sure you are smoking in a designated area. Carelessly tossed cigarettes could result in a fire.
3. Underage smoking (less than 20 years of age) is prohibited by law.

## 21. Drinking

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

## 22. Disaster and Crime Preventions

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. Please 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 a management company of the dorm. 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 your room, entry without permission will be granted.

## 23. 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. Heated carpets and blankets are allowed.
3. Please do not cook with anything other than provided IH cooking heater in the dorm kitchen.

## 24. Moving-out

1. Residents planning to move out of Residence IV 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/unit/shared space 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 you leave 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. Please return your room key to the Dorm Manager when you move 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.

## **25. Other Important Information**

5. Quiet hours begin at 9:00pm. Do not become a nuisance to other dorm residents. Be conscious of your noise level, and remember to lower your voice during quiet hours. Also remember not to burden the neighborhood surrounding the dorm.
6. Residents who have caused any damage or destruction of dorm facilities or property will be held liable.
7. Drugs and medications are not available in the dorm. Please obtain your own drug by seeing a doctor, etc.
8. In principle, you are not able to select your own room, or change your room allocated by Residence Center.
9. Presence of narcotics/drugs such as marijuana, cocaine, stimulants, as well as guns and swords is strictly prohibited.
10. Feeding the wild cats living in the area is prohibited.
11. Access to the Residence by car is not allowed. The residents may only carry in luggage by notifying the Dorm Manager in advance.
12. Residents who own a bicycle shall notifying the owner. Make sure to take care of your bicycle upon moving-out (e.g. giving it to someone, dispose as large trash, etc.)
13. Residents cannot receive the food delivery after 21:00 (9PM).

## **26. 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.

## **27. Dormitory Manager's Office**

The Dorm Manager's Office is also their personal residence. The Dorm Manager is available from 9:00 (9 AM) to 18:00 (6 PM). In the case of an emergency, the Dorm Manager will immediately notify a private security company of the university.

<p><b>【Kwansei Gakuin University International Residence IV】</b> Address: 7-21, Uegahara 3bancho, Nishinomiya, Hyogo 662-0893 JAPAN TEL:+81-798-51-2601</p>
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# Rental Items

			Iron
			Ironing board
			Thermometer
			Sewing kit
			Hair dryer