

Kwansei Gakuin University International Residence V Rules and Regulations

Kwansei Gakuin University Residence Center

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

Introduction

Residents living in International Residence V (hereafter refer to Residence V) 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 V for two years or less.
2. The residence who move in the Residence V in spring must 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 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

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. The entrance of the Community Space (#102) is locked with a digital code for the residents' safety. Residents will be notified of any code change. Residents shall not share the digital code with nonresidents and residents found doing so will be removed from the dorm.

4. Having Visitors

1. When residents have visitors, residents must report to the Dorm Manager and sign their name at the main entrance on the first floor. Visitors are allowed only in the Community Space (#102) located on the first floor. Residents shall make sure that their visitors do not disturb other residents.
2. Visitors are not permitted to enter resident's units.
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. The cost for rent and utilities are as follows. KGU may change the rules 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 electricity fee.
4. The dorm fee is charged even if the resident is out of the dorm in a long term, such as a temporary leave outside of Japan.
5. The electricity fee of private room is calculated with the monthly usage and usage unit price of the fiscal year.
6. In the cases that a resident need to be billed immediately due to returning his/her home country, and that the electricity fee 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 · RA	Short term students																																	
Dormitory Fee	Entrance fee	¥20,000	—																																	
	Insurance fee	Residents shall purchase the Insurance Package as instructed by Residence Center (Degree Seeking International students and RA only)	—																																	
	Rent	Regular	Monthly rent ¥ 33,000	¥2,650/day (include 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. Early and late entry / exit of dorm = @¥ 1,100 × 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	Utility · Internet Monthly rate ¥ 10,200																																	
		Moving in/out early/late	Utility and Internet fee for someone who moves into/out of he 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): Days spent Amount 1~10 ¥ 3,400 11~20 ¥ 6,800 21~31 ¥ 10,200																																	
	Expenses (Private room)	Regular	Electricity fee: amount measured by use in private room																																	
		Moving in/out early/late	Early and late entry (Electricity fee): amount measured by use in private room Early and late exit (Electricity fee): 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.																																	
			<table border="1"> <thead> <tr> <th>Days spent</th> <th>Max amt. for most recent month(elect) ¥600</th> <th>Max amt. for most recent month(elect) ¥1,200</th> <th>Max amt. for most recent month(elect) ¥2,400</th> <th>Max amt. for most recent month(elect) ¥3,600</th> <th>Max amt. for most recent month(elect) ¥4,800</th> <th>Max amt. for most recent month(elect) ¥6,000</th> <th>Max amt. for most recent month(elect) ¥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>		Days spent	Max amt. for most recent month(elect) ¥600	Max amt. for most recent month(elect) ¥1,200	Max amt. for most recent month(elect) ¥2,400	Max amt. for most recent month(elect) ¥3,600	Max amt. for most recent month(elect) ¥4,800	Max amt. for most recent month(elect) ¥6,000	Max amt. for most recent month(elect) ¥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
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	The maximum increment will follow according to the rules above and be set at ¥1,200.																																			

※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. Degree Seeking International Students who need “Rental Futon Set” refer to item no. 23.

- 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 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 share a unit at Residence V. Residents shall cooperate with the residents in the same unit to keep the common areas tidy and clean. All residents shall try to find a solution when they have a problems. Residents shall also clean their private room 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 a private room is not allowed.
12. When the intercom rings, residents may pick it up to talk to a visitor.
13. Pressing the red SOS button will activate a loud alarm in the building and call the Dorm Manager to the unit. It shall only be used in case of emergency (injury, severe sickness, fire, theft, etc.)

9. Room Key

1. Residents are responsible for their room/unit keys during their stay at the dorm. The resident who lost the room key/unit key shall contact the Dorm Manager.
The resident will be billed around 30,000JPY to replace lock cylinder and to copy the key. Residents shall also notify the Dorm Manager if you lose either of room key/unit key.
2. Residents shall not make copies of their room/unit keys.
3. Residents shall not lend their room/unit keys to anybody.

10. Internet

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

1. User ID and password can be found on a poster in each unit entrance hall.
2. The network is shared within a unit and there is a limit to the speed and the number of connections available. Residents who do streaming and online gaming will impact the capacity of their unit-mates to connect to the network.

11. Showers

1. Residents shall purchase and use their own soap, towel, etc.
2. Residents shall make sure that throw away hairs stuck in the drain and leave the shower clean enough for the next person to use.

12. Laundry

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

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 a 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. Community Space (Room No. 102)

The Community Space is open from 6:00 (6 AM) till 23:00 (11 PM). Residents cannot use the Community Space when it is closed. **[Entrance]**

1. Residents shall take their shoes off before entering the Community Space. Please use separate slots for use of indoor and outdoor shoes.

[Kitchen]

2. No meals are provided at the Residence V, however there is kitchen available for personal cooking in the Community Space.
3. Residents shall bring and take back all privately owned dishes and kitchen tools to/from their room. No personal items shall be left in the Community Space and used items must be placed in the original position.
4. The kitchen is used by all residents. Residents shall clean the sink, IH cooking heater, rice cooker, etc. after use and throw away all trash in the proper receptacle.
5. Residents shall buy their own food or spices/herbs and keep them in their unit.
6. The refrigerator in the Community Space can be used by all residents. Residents wishing to temporarily store food items in the Community Space refrigerator shall write their name on all items and dispose of them in a timely manner. Food that emits strong, unpleasant odors or smells shall be sealed tightly and properly. The Dorm Manager regularly dispose of all spoiled food, spices/herbs left inside and outside the refrigerator.
7. Dish soap and sponges are provided for residents in the Community Space. If they are run out or become old, please inform the Dorm Manager. **[Dining Room]**
8. The dining room is a place for all residents to have meals and socialize. Parties or gatherings that would interfere with it are not allowed.

[Toilets]

9. About the toilets in the Community Space:
 - ① To prevent the toilets from breaking, clogging, or emitting an odor, residents shall not dispose of anything other than toilet paper and refrain from using the toilets to dispose of any lady products, paper towels, wipes, or any leftover food.
 - ② The Dorm Manager will supply toilet paper for the Community Space toilets if it runs out. Residents shall contact the Dorm Manager necessary.
 - ③ Residents shall let the Dorm Manager know if anything breaks or if there are any unpleasant odors coming from the Toilets. **[Other]**
10. The Dorm Manager will clean the Community Space regularly and dispose of trash. Residents shall separate trash according to the rules of Takarazuka City.
11. Residents shall let the Dorm Manager know if anything is broken in the Community Space.
12. Inform the Dorm manager if there are any unpleasant odors coming from the Community Space.

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

1. The Residence V is a non-smoking dorm. Residents are not allowed to smoke in their rooms, balcony and in the common areas. Residents shall only smoke in the designated areas near the ashtray bin. Residents shall refrain from smoking in the surrounding neighborhood.
2. Carelessly tossed cigarettes could result in a fire. Watch the fire when you smoke. Residents shall throw away their cigarette in the ashtray bin.
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 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. 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 unit or the private rooms 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. Residents shall not cook with anything other than the provided IH cooking heater in the unit kitchen/Community Space.
4. The volume of power available per unit at any given time is limited. Using multiple electronic/domestic devices at the same time will cause the fuses to blow. Residents shall be careful with their electricity consumption. Residents shall notify the Dorm Manager if this happens.
5. Lighting fireworks or a BBQ is not allowed in the Residence V vicinity.

21. Moving-Out

1. Residents planning to move out of Residence V must notify Residence Center at least one month prior to 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 resident being charged as a continuing resident.
3. Before moving-out of the dorm, residents shall clean their room/unit/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. Residents shall not disturb other residents even when entering other units, in which member's sex shall be the same.
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 animals such as wild cats living in the area is prohibited.
7. Access to the Residence by car is not allowed. 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 Student•RA: 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).

【Kwansei Gakuin University International Residence V】

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