

Kwansei Gakuin University International Residence III Rules and Regulations

Kwansei Gakuin University Residence Center

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

Introduction

International Residence III or Le Monde Nishinomiya (hereinafter referred to as Residence III) is a studio type apartment rented for international students. Residents living in Residence III shall treat one other with the utmost respect and comply with the rules while living in the dormitory. In addition to observing the rules, residents shall listen to and follow the instructions of Residence Center as well as the Dorm Manager. **Residents who fail to do so may be expelled from the dormitory.** Residence Center may change the rules and regulations at its discretion.

1. Length of Stay

1. Residents may stay in Residence III for up to two years.
2. Residents who move in Residence III in spring shall move out by March 20 of two years later.

2. Moving-in

1. Residents' rooms shall not be shared with or subleased to a third party.
2. Newly arrived residents shall check their rooms upon moving-in. If there is any room facility issue, residents shall notify the Dorm Manager within 1 week of moving-in.
3. Residents shall be held liable for the repair cost if unreported room facility issues are found upon moving-out check.

3. Security

1. The entrance of the building is automatically locked. Residents shall not let strangers follow you inside.
2. Residents shall not have visitors stay overnight.

4. When Staying Out Overnight

1. Residents shall make sure to turn off and unplug all electronic devices before exiting the dormitory.
2. Residents planning to stay out overnight shall submit "Overnight Stay Notice" from the link below or QR code.

URL: <https://ws.formzu.net/dist/S906810273/>



5. Fees

1. Bills (entrance fee, dorm fee and utility fee) are 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 will result in eviction from the dormitory.
3. The cost for rent and utilities are shown in the table below. KGU may change the rules at its discretion. KGU may require that residents pay additional fees when there is a huge gap between their paid amount and actual utility fees.
4. Residents shall be billed for the dorm fee even when they are out of the dormitory for a long term. (e.g., 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. <p style="text-align: center;">Early and late entry / exit of dorm \equiv @¥1,800 \times days spent in dorm</p> 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 ² 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 style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Days spent</th> <th style="text-align: left;">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
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※ 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 following items. Degree Seeking International Students who need “Rental Futon Set” shall refer to item no. 20

- 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 damaged, residents shall notify Residence Center within 1 week of moving-in.
2. Residents shall be billed for the replacement if missing or damaged items are reported later than 1 week after moving-in.

7. Room Management

1. Residents shall keep their room tidy and clean the room facilities (including the air conditioner filter and the balcony) by themselves. Residents shall frequently clean wet areas in their rooms to prevent clogging and other issues.
2. Residents shall not flush anything other than toilet paper such as feminine hygiene products, paper towels, wipes, or any leftover food to prevent the toilets from breaking, clogging, or emitting an odor.
3. Residents shall regularly open the window to air out the room and use the air conditioner in moderation. Residents shall notify the Dorm Manager if they find any mold or bug issues.
4. In a case where residents are in arrears with dorm fees and they do not reply to Residence Center, Residence Center/KGU staff may enter residents’ rooms without their permission and remove their personal belongings from their rooms.
5. Residents shall not wear outdoor shoes in their rooms.
6. Residents shall not place anything on the balcony other than clotheslines.
7. Residents shall not put anything out to dry on the balcony railing.
8. Pets are not allowed.

8. Room facilities

1. Residents shall not make any alterations, additions, or improvements to their rooms.
2. Residents shall not put any adhesives on the wall, ceiling, or furniture. Piercing the wall with thumbtacks, pins, etc. is not allowed.
3. Residents shall notify Residence Center immediately if they find the room facility broken or lost.
4. If residents are found at fault for broken or lost room facilities, they shall be held liable for the cost to restore their room to its original condition.
5. Residents shall be responsible for replacing expendable supplies such as light bulbs. If they are not able to replace the lightbulbs by themselves, they may ask the Dorm Manager for help.
6. Residents shall contact the Dorm Manager if there is water damage or any other facility issues.

9. Room Key

1. Residents are responsible for their room keys during their stay in the dormitory. Residents who lost their room key shall contact Residence Center during their business hours (8:50-16:50 Weekdays).

Residents shall contact the Dorm Manager when Residence Center is closed. Residents shall 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 anyone.

10. Internet

The Internet is available in their rooms. Residents shall purchase a LAN cable or router if necessary.

11. Common Areas

1. Residence III accommodates other residents as well as KGU students. Residents shall observe the rules and good manners in the building as a KGU student.
2. Residents shall not leave their personal belongings or hang their laundry out to dry in common areas.

12. Mail box / Delivery locker

1. Residents shall check their mailbox every day.
2. If residents are not in the dormitory at the time of package delivery, the mail carrier will put the package in the delivery locker and a delivery slip in the resident's mailbox. Residents shall contact the Dorm Manager at their earliest convenience to open the locker.
3. If residents are away and the package is too large to fit in the locker, a mail carrier will put an attempted delivery notice in resident's mailbox. Residents can request a redelivery at their convenience.
4. Residents shall specify their room number in the address. Mail or packages without a room number will not be delivered.

13. Taking Out the Trash

1. Residents shall separate burnable, non-burnable trash, cans, bottles, glass bottles according to the rules laid out by Nishinomiya city and take them out to the designated area.
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 wish to dispose of large-sized trash shall contact the Dorm Manager. Depending on the size of the item, there will be a fee to pay.
4. Disposing of large-sized trash without paying fees is prohibited by law.

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

1. Residents are not allowed to smoke in their room, on the balcony or anywhere in the building.
2. Underage smoking (under 20 years of age) is prohibited by law.

15. Drinking

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

16. Disaster and Crime Preventions

1. Residents shall beware of theft and make sure to lock their room when they leave. KGU declines all responsibility in case of theft. Residents shall keep their belongings safe.
2. Residents shall be extremely careful when using the kitchen to prevent fires and accidents.
3. Residents shall not use the elevators in case of earthquakes and fire.
4. In case of emergency such as water leakage, the Dorm Manager or workers in charge will enter residents' rooms without their permission.

17. Open Flames

1. Using candles, incense or anything with an open flame that could cause a fire is prohibited.
2. Using gas, electric stoves, or anything that could cause a fire is strictly prohibited. Heated carpets and blankets are allowed.
3. Fireworks and barbecues are prohibited on the property or in the vicinity of Residence III.

18. Moving-out

1. Residents planning to move out of Residence III shall notify Residence Center at least one month prior to the scheduled move-out date by submitting a “Notice to Vacate” online form.

URL: <https://ws.formzu.net/dist/S824337901/>



2. If residents fail to submit a “Notice to Vacate” at an appropriate time, they will continue to be billed for dorm fees.
3. Residents shall restore their room and balcony to its original condition before moving-out.
4. Before residents move out, Residence Center staff members conduct a thorough room check to see if the room is clean enough and if there is anything damaged, lost or left behind in their room.
5. Residents may be billed a minimum of 5,000 JPY for inadequate cleaning, damaged/lost room facilities and anything left behind that requires special disposal.
6. Residents shall return their room keys to the Dorm Manager upon moving-out.
7. Residents shall be billed for dorm fees based on the move-out date specified in the “Notice to Vacate”. There will be no reduction or refund even if residents move out earlier than the scheduled move-out date.

19. Other Important Information

1. Residents shall not cause trouble to other residents. If they encounter a problem, they shall report to Residence Center and try to solve the issues among the concerned parties first.
2. Residents may not select or change their room once it is allocated by Residence Center.
3. Possession and use of illegal drugs (e.g., marijuana, stimulants) and weapons are strictly prohibited.
4. Feeding animals such as wild cats living in the neighborhood is prohibited.
5. No cars are allowed on the property. Residents who wish to use a car upon moving-in/out shall notify the Dorm Manager in advance.
6. Residents who own a bicycle shall notify the Dorm Manager for registration and park it in the designated area. Unregistered bicycles will be discarded without notice. Residents shall discard their bicycles upon moving-out (e.g., give it to someone, dispose of it as large-sized trash, etc.)

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

1. Degree Seeking International Students shall purchase fire insurance as instructed by Residence Center make a payment by the due date.
2. Degree Seeking International Students who need a “Rental Futon Set” shall apply 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 scooter with an engine no bigger than 50cc shall notify the Dorm Manager for registration and park it in the designated area. Unregistered scooters will be discarded without notice. Residents shall remove their scooters upon moving-out.
4. Degree Seeking International Students residing in a KGU Dormitory shall take the KGU Medical Examination every school year.

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