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Kwansei Gakuin University
International Residence II
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 II (hereinafter referred to as Residence II) 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 Managers. **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 II for up to two years.
2. Residents who move in Residence II in spring shall move out by March 20 of two years later.

2. Moving-in

1. 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.
2. Residents shall be held liable for the repair cost if unreported room facility issues are found upon moving-out check.

3. Curfew and Security

1. Residents who enter the dormitory past 11pm shall make sure to enter quietly so as not to disturb other residents.
2. Residents shall not share with non-residents the combination code on the entrance door lock. Residents found doing so shall be expelled from the dormitory.

4. Having Visitors

1. Visitors shall sign in and out at the Dorm Manager's office upon entry and exit.
2. Visitors may only enter the lobby and the dining room on the first floor, and may not enter the residential floors or residents' rooms.
3. Visitors shall not disturb other residents.
4. Visitors shall leave the dormitory by 21:00 (9 PM).
5. Visitors may not spend the night in the dormitory. Residents found hosting a visitor shall be expelled from the dormitory.

5. 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/

6. 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. Gas is provided under an individual contract with Osaka Gas. Residents shall follow the instructions from Osaka Gas regarding payment. When moving out of the dormitory, residents

shall terminate the contract and settle the final month's bill with Osaka Gas.

4. 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 electricity fee.
5. Residents shall be billed for dorm fees even when they are out of the dormitory for a long term. (e.g., a temporary leave outside of Japan)
6. The electricity fee for a resident's private room is calculated based on monthly usage and usage unit price of the fiscal year.
7. The water fee for a resident's private room is calculated as shown in the list.
8. In cases where residents need to be billed immediately due to returning to his/her home country, and utility fees for the previous month cannot be calculated by 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, which determines the estimated usage for the whole month. 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 CIEC (Degree Seeking International Students only)
	Rent	Regular	Monthly rent ¥ 43,000 ＋ Equipment maintenance fee(includes internet fee) ¥ 4,100
		Moving in/out early/late	Dormitory fees for months of mid-term move-in or move-out (including utility costs) will be charged on a pro-rated basis according to the number of days of stay (monthly rent × number of days stayed ÷ total days in the month). The daily rate applies 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 in advance will be charged for the full month rate.
	Utility costs(private room)	Regular	■ Electricity Bill – billed based on actural use by resident in private room (Unit price sent from Finance Section, dorm mamager measure ■ Water Bill – billed based on actural use by resident in private room (¥2,000/untill 10㎥ + Excess fee exceeding 10㎥ / Excess fee: Water =¥126/㎥, Sewer =¥79/㎥) ■ Gas bill (private room) – directly handled through contract with Osaka Gas company
		Moving in/out early/late	The electricity and water bills for your first month in the dorm will be the actual cost calculated through meter in the private room. The electricity and water bills for your last month in the dorm will be calculated based on the fixed daily rate for the number of days in the dorm. *In this regard, below rates applies only when you submit the notification of leaving at least one month prior to exiting the dorm. *Without prior notice, you will be billed for electricity and water for the full month fee of your moving out month.

<Electric Bill(private room)>*Most recent electricity bill means your monthly invoice one month prior to your moving out month.

days spent	most recent month up to ¥600	most recent month up to ¥1,200	most recent month up to ¥2,400	most recent month up to ¥3,600	most recent month up to ¥4,800	most recent month up to ¥6,000	most recent month up to ¥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

After this, the maximum amout is set by the increment of ¥1,200, and follow the above rule.

<Water Bill (private room)> *Most recent water bill means your monthly invoice one month prior to your moving out month.

days spent	most recent month up to ¥2,000	most recent month up to ¥3,000	most recent month up to ¥4,000	most recent month up to ¥5,000	most recent month up to ¥6,000	most recent month up to ¥7,000	most recent month up to ¥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 Please note that fees may change when amount borne by the university increases due to facility repair and/or increase in public fees.

●2 When number of days/month is within 10 days, the water bill will be ¥1,000 which is a half of the basic montly water fee.

7. "Rental Futon Set"

Upon moving-in, exchange students will receive a "Rental Futon Set", which contains the following items. Degree Seeking International Students who need a "Rental Futon Set" shall 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 moving-in. If any item is missing or damaged, residents shall notify the Dorm Manager 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.

8. Room Management

1. Residents shall keep their room tidy and clean the room facilities (including the air conditioner filter and the balcony) by themselves.
2. Residents receive one roll of toilet paper upon moving-in. Residents shall make sure to purchase rolls toilet paper before it runs out.

3. 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.
4. 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.
5. Residents shall not put any adhesives on the wall, ceiling, or furniture. Piercing the wall with thumbtacks, pins, etc. is not allowed.
6. Residents shall contact the Dorm Manager if there is water damage or any other facility issues.
7. When the light bulbs burn out, residents shall get new bulbs and replace them. If they are not able to do so by themselves, they may ask the Dorm Manager for help.
8. Residents shall not make any alterations, additions, or improvements to their rooms.
9. Residents of the opposite sex may not enter each other's rooms. If found doing so, the resident shall be immediately expelled from the dormitory.
10. Pets are not allowed.
11. Cooking in a resident's room is not allowed.
12. Residents shall purchase and use their own soap, towel, etc.

9. Room Key

1. Residents shall be responsible for their room keys during their stay in the dormitory. Residents who lost their room key shall contact the Dorm Manager. Residents shall be billed actual cost 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

Wi-Fi is available in the dormitory.

11. Laundry

1. Residents shall be mindful of the other residents when using the washing machine and make sure not to leave their laundry in the washer for too long.
2. There are two laundry rooms: The men's laundry room is on the second floor and the women's is on the third floor.
3. One load of laundry costs 200 yen.
4. Laundry rooms may only be used until 23:00 so as not to disturb the other residents.
5. Residents may dry their laundry on their own balconies.

12. Common Areas

1. When entering the dormitory, residents shall put their outdoor shoes in the shoe boxes provided. Outdoor shoes and indoor shoes shall be kept separated.
2. Residents shall not leave their personal belongings or hang their laundry out to dry in common areas.
3. Eating in the lobby is prohibited.

13. Mail and Packages

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 a notice in the residents' mailbox. Residents can request a redelivery at their convenience.
3. Residents shall specify their room number in the address. Mail or packages without a room number will not be delivered.

14. Bulletin Board

1. Important notices such as room check schedule are posted regularly on the bulletin board on the first floor next to the Dorm Manager's office.
2. In principle, residents shall not post personal flyers, brochures or posters on the bulletin board.

15. Taking Out the Trash

1. Residents shall separate burnable, non-burnable trash, cans, bottles, glass bottles according to the rules laid out by Takarazuka City and take them out to the designated area.
2. Residents shall make sure to check the trash collecting schedule and to take out the 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.

16. Kitchen and Dining Room

1. No meals are provided in the dormitory. Residents may use the shared kitchen to prepare their meals.
2. The kitchen is a shared facility. Residents shall clean the kitchen and dispose of garbage in the designated place after each use.
3. Residents shall prepare their own cooking utensils, dishes, silverware and seasonings.
4. The kitchen amenities for shared use shall be used with care and cleaned after each use.
5. Do not use the other residents' belongings.
6. The dining room is a place for residents to have meals. As a general rule, parties or gatherings are not allowed.
7. The dining hall and kitchen are locked every night from 23:00 until 6:00 the following morning.

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

1. Residence II is a non-smoking dormitory. Residents are not allowed to smoke in their room, on the balcony, anywhere in the building or in the vicinity of the dormitory.
2. Residents shall be extremely careful with fire when they smoke.
3. Underage smoking (under 20 years of age) is prohibited by law.

18. Drinking

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

19. Disaster and Crime Prevention

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 themselves shall keep their belongings safe.
2. Residents shall be extremely careful when using the kitchen to prevent fires and accidents.
3. Periodic room checks and cleaning are conducted by a dormitory management company. Workers in charge may enter residents' rooms if deemed necessary. Notices and information on room checks are posted on the bulletin board or communicated through a messaging application.
4. In case of emergency such as water leakage, the Dorm Manager or workers in charge will enter residents' rooms without their permission.

20. 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 barbeques are prohibited on the property or in the vicinity of Residence II.

21. Moving-out

1. Residents planning to move out of Residence II 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, the Dorm Manager conducts a thorough room check to see 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.

22. Other Important Information

1. Quiet hours begin at 21:00 (9 PM). Residents shall not disturb the other residents and the surrounding neighborhood. Residents shall be mindful of noise levels by lowering their voice and keeping noise to a minimum.
2. Residents who have caused any damage to the property and the dormitory facilities shall be held liable.
3. Drugs and medications are not available in the dormitory. Residents shall obtain their own

medications by seeing a doctor, etc.
4. Residents may not choose or change their room once it is allocated by Residence Center.
5. Possession and use of illegal drugs (e.g., marijuana, stimulants) and weapons are strictly prohibited.
6. Feeding animals such as wild cats living in the neighborhood is prohibited.
7. 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.
8. 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.)
9. Residents shall not receive a food delivery after 21:00 (9PM).

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

1. Degree Seeking International Students shall purchase fire insurance as instructed by Residence Center and 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.

24. Dorm Manager's Office

The Dorm Manager lives and works in the Dorm Manager's Office. Their working hours are 9:00 (9 AM) to 18:00 (6 PM).

【Kwansei Gakuin University International Residence II】
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