Nov, 2026

Kwansei Gakuin University
International Residence IV
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 IV (hereinafter referred to as Residence IV) shall treat one another 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

Residents may stay in Residence IV for 1 semester.

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. Security

1. Residents who enter the dormitory past 11 PM 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 dining room on the first floor, and may not enter the residential floors or residents' rooms.
3. Visitors shall not disturb the other residents.
4. Visitors shall leave the dormitory by 21:00 (9 PM).
5. Visitors may not spend the night at the dormitory. Residents found hosting a visitor shall be expelled from the dormitory.

5. When Staying Out or 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. 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.

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)
5. The electricity fee for a resident's private room is calculated based on monthly usage and usage unit price of the fiscal year.

<table>
<tr><th colspan="4"></th><th>Exchange Students</th><th>Short term students</th></tr>
<tr><td rowspan="8">Dormitory Fee</td><td colspan="2">Entrance fee</td><td>¥20,000</td><td>–</td></tr>
<tr><td rowspan="2">Rent</td><td>Regular</td><td>Monthly rent ¥ 32,000</td><td rowspan="7">¥2,800/day (include the rent, expenses, shower(10 min. x 3 times per day) and rental futon set)</td></tr>
<tr><td>Moving in/out early/late</td><td>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).
Only if the resident submitted the notification of leaving at least one month prior to exit the dorm.
A resident who failed to submit the notification of leaving will be charged for the full month.</td></tr>
<tr><td rowspan="2">Expenses (Common space)</td><td>Regular</td><td>Utilities･Internet Monthly rate ¥ 5,700</td></tr>
<tr><td>Moving in/out early/late</td><td>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) :
Days spent Amount
1～10 ¥ 1,900
11～20 ¥ 3,800
21～31 ¥ 5,700</td></tr>
<tr><td rowspan="2">Expenses (Private room)</td><td>Regular</td><td>Electricity fee : amount measured by use in private room</td></tr>
<tr><td>Moving in/out early/late</td><td>Early and late entry fee (Electricity) : amount measured by use in private room
Early and late exit fee (Electricity) : amount calculated by the number 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 amout 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.
<Electricity Bill (Private room)>
<table>
<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>
<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>
</table>
The maximum increment will follow according to the rules above and be set at ¥1,200.</td></tr>
</table>

※1 The rent and expenses will be half-rate if the two exchange students share one room.

※2 The fee for 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", which contains the following items.

- 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 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) by themselves.
2. 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.
3. Residents shall not put any adhesives on the wall, ceiling, or furniture. Piercing the wall with thumbtacks, pins, etc. is prohibited.
4. Residents shall contact the Dorm Manager if there is water damage or any facility issues.
5. Residents shall not make any alterations, additions, or improvements to their rooms.
6. 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.
7. Pets are not allowed.
8. Cooking in any resident room is not allowed.
9. 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 about 2,500 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

Wi-Fi is available in the dormitory.

11. Laundry

1. There are two laundry rooms with washers and dryers: The men's laundry room is on the fourth floor and the women's is located in the shower room.
2. Residents shall be mindful of other residents when using the washing machine and make sure not to leave their laundry in the washer/dryer for too long.

- Available time: 7:30am - 11:00pm
- Cost: Washer: 200yen/use
  Dryer: 200yen/30min.

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.

13. Showers

1. There are 4 shared shower stalls each for men and women.
   - Available time: 7:00am till 12:00am
   - Cost: 100yen/10min.
2. Residents shall wave over their IC card to turn on the shower.
3. Residents shall bring cash to the Dorm Manager's office to recharge their IC card.
4. Residents shall be careful not to lose their IC card. Residents shall pay 2,000yen to issue a new card if they lose their IC card. The remaining credit on their lost card cannot be refunded.
5. Residents shall return their IC card to the Dorm Manager when they move out.
6. Residents shall purchase and use their own soap, towel, etc.
7. Residents shall make sure that they remove hair from the drain and leave the shower clean for the next person to use.

14. Toilet

1. 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.
2. Residents shall inform the Dorm Manager if the toilet is broken or if it emits an unpleasant odor.
3. The Dorm Manager cleans the toilets and collects trash regularly.
4. The Dorm Manager restocks toilet paper rolls. Residents shall inform the Dorm Manager when they run out.

15. Rental Items

1. Residents may borrow the items on p.6 from the Dorm Manager. Residents who wish to borrow the items shall go to the Dorm Manager's office and fill out the checkout form.
2. Residents shall return the borrowed items undamaged and in their original condition after each use. Residents who lost or damaged the borrowed items shall be held liable.
3. Residents shall return the borrowed items to the Dorm Manager after each use. Residents shall not lend the borrowed items to another resident.

16. Mail and Packages

1. Residents shall check their mailbox every day for mail or any other information.
2. If residents are not in the dormitory at the time of package delivery, a 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.

17. 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 any personal flyers, brochures or posters on the bulletin board.

18. 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 have large items to dispose of shall contact the Dorm Manager. Depending on the size of the item, there will be a fee to pay.
4. Disposing of large items without paying fees is prohibited by law.

19. Kitchen and Dining Room

1. No meals are provided in the dormitory. Residents may use the shared kitchen to prepare their meals.
2. As 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. Residents who use the shared refrigerator shall write their name on the packaging or container of their food and keep the refrigerator clean and organized. Food that emits strong, unpleasant odors shall be sealed tightly and properly.
5. If the Dorm Manager finds spoiled or rotten food in the refrigerator, they may be disposed of without notice.
6. Dish soap and sponges are provided in the shared kitchen. If they run out or get old, residents shall inform the Dorm Manager.
7. The dining room is a place for residents to have meals. Large gathering or making noise are not allowed.

20. No Smoking (including Heated Tobacco and Electronic Cigarette)

1. Residence IV is a non-smoking dormitory. Residents are not allowed to smoke in their rooms or in common space.
2. Residents may smoke on the rooftop by the ashtray stand. Residents shall refrain from smoking in the surrounding neighborhood.
3. Residents shall be extremely careful with fire when they smoke.
4. Underage smoking (under 20 years old of age) is prohibited by law.

21. Drinking

Underage drinking (under 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 rooms 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. 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.

23. 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 prohibited. Heated carpets and blankets are allowed.
3. Using any cooking device other than IH cooktops in the shared kitchen is prohibited.
4. Fireworks and barbeques are prohibited on the property or in the vicinity of Residence IV.

24. Moving-out

1. Residents planning to move out of Residence IV shall notify Residence Center at least one month before the scheduled move-out date and submit 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 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.

25. 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 or destruction of dormitory facilities or property shall be held liable.
3. Residents may not choose or change their room once it is allocated by Residence Center.
4. Drugs and medications are not available in the dormitory. Residents shall obtain their own medications by seeing a doctor, etc.
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 bring their things by car when they move in 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 as large trash, etc.).
9. Residents shall not receive a food delivery after 21:00 (9PM).

26. 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 IV】
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TEL:+81-798-51-2601

Rental Items

	Iron
	Ironing board
	Thermometer
	Sewing kit
	Hair dryer