

Kwansei Gakuin University

Seiwa Dormitory Rules and Regulations

1. Introduction

Seiwa dormitory was built in 1993. Since then, a Jichikai (Residents' association) has been organized by all the residents to make dormitory life smoothly. Jichikai board members are elected twice a year. Each resident has been positively participating in the dorm activity and has been responsible for their duties.

2. Length of Stay

Residents are allowed to stay for the designated period by KGU. In principle, residents shall not leave the dorm in the middle of the program. In case residents leave the dorm reluctantly, please contact Residence Center.

3. Dorm Closure

For construction and accommodation maintenance, the dorm is closed in summer and winter as follows:

-Summer Closure: August 13 - August 21

-Winter Closure: December 26 - January 5

During the dorm closure, whatever the reason, all residents shall not be permitted to stay in the dorm. Residence Center suggests an alternative dormitory option during the period and asks whether you request a room.

4. Curfew

The dormitory entrance will be closed at 11:30 PM. From 11:30 PM to 6:00 AM residents are not able to enter/exit the dormitory. Even if residents enter the PIN code at the entrance door, you cannot unlock it until 6:00 AM. In case backing to the dorm after curfew, residents shall make a call to the dorm by 11:30 PM to ask to open the entrance door. In case you leave the dormitory before 6:00 AM, please notify the management office by the previous day.

5. Going out or Overnight

When going out, residents shall change the name tag to red in front of the dormitory management office. In the event of an emergency, a name tag is used for a roll call. Therefore, residents shall not forget to change tags. Residents planning to stay out overnight shall submit an "Overnight Stay Notice" (designated form) to the dormitory management office in advance.

6. Fees

Description	Fee	Payment
Entrance fee	10,000JPY /1 semester 20,000JPY /2 semesters	Only for the first time
Rent (Including water and electricity fee)	32,500JPY /month	Previous month

Various maintenance fees	12,700JPY /month	Previous month
Meal fee Breakfast, Dinner Meals are offered	831JPY/day × offered days (Approx.21-27 days /month)	*Meal fees are fixed and it's determined by how many meals are served in a month. (NOT depends on how many times you have.) Meal fees are not refundable.
Air conditioner fee	Actual amount	Following month
Residents' association fee	100JPY	Every month (Collected by Jichikai)

7. Meal

Breakfast and dinner are served as follows:

[Spring semester] April 1 - July 31

[Fall semester] The start of classes - January 31

*Except for designated holidays such as Sundays, and public holidays.

(On days classes are held, meals are served.)

[Open hours] Breakfast 7:30-8:30 AM/ Dinner 6:00-9:30 PM

*Except for the hours above, the dining room is closed.

[In case, meals are not required] Residents shall fill in the designated form by 3:30 PM of the day.

*Bringing food into your room is not allowed.

8. Prohibited Matter

-Smoking (including Heated Tobacco and Electronic Cigarette) is not permitted on the dorm and dormitory premises.

-Drinking alcohol is also not permitted in the dorm.

-Males are not permitted to enter the dormitory; however, your family male member shall only enter your individual room as long as reported to the dormitory management office.

-When inviting friends, shall make them sign their names on the notebook at the office and put guest name cards on. They are only granted access to the discussion room located on the 1st floor.

-Visitors may not spend the night in the dormitory. In case of unavoidable circumstances, residents shall submit a designated form in advance to be approved.

-Residents shall not put any stickers or similar objects on the wall, ceiling, or furniture. Piercing the wall with thumbtack, pins, etc., is prohibited.

-Residents who violate dorm rules shall be forced to leave the dormitory.

9. Dormitory Event

Jichikai (residents' association) carries out the following must-attended events.

-Family hour (periodic dormitory meeting to share the report and matter of the dormitory.) In principle, it is held on the second Thursday, seven times a year, and start at 7:45 PM.

-Dorm entrance ceremony and welcome party

-Evacuation drill

-Caroling

- Christmas celebration
- Dorm graduation ceremony and farewell party
- Annual change of room assignment

10. Jichikai (residents' association) Rules

100JPY will be collected monthly by the residents. Its usage is managed by Jichikai.

11. Shared Facilities

1. Meeting room (each floor): Gas burner stoves, microwaves, toasters, and TV are equipped.
2. Laundry room (1st & 3rd floor): Laundry machines (free), coin-operated dryers (100JPY/10min), coin-operated blanket dryers (100JPY/use), and irons.
3. Internet: Wi-Fi is available in the dining room. The password is indicated at its entrance.
4. Bicycle parking lot:

Residents may only use a bicycle and are not permitted to have a car or a motorbike.

Residents who own a bicycle shall notify the mgmt. office and park it in the designated area.

Residents shall be responsible for their bicycles and forbidden to abandon them upon moving out.

12. Dormitory Room

In front of each the two individual rooms, there is a shared space.

KGU wishes each of two roommates to help each other and live communally through sharing this space.

[Shared space]



[Individual room]



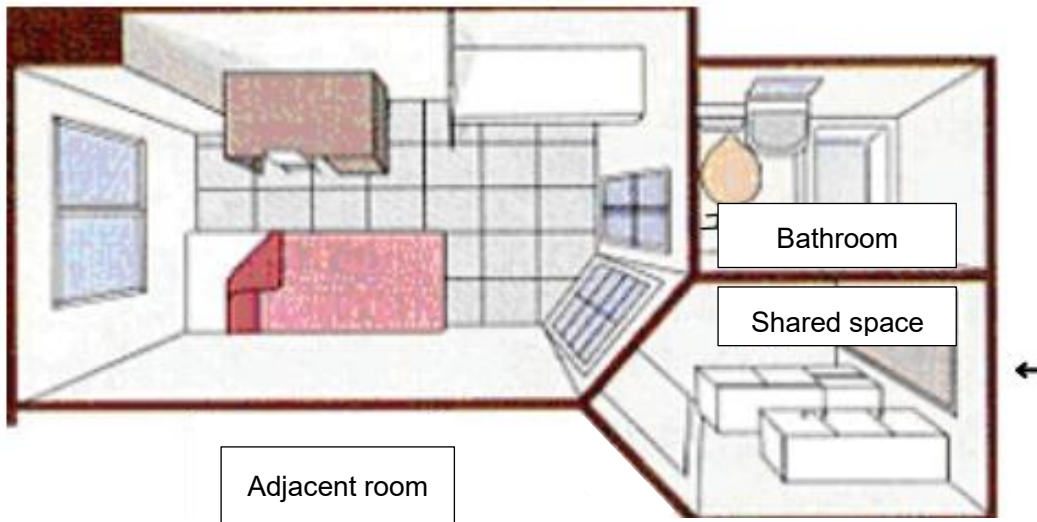
[Shared space (Share with two roommates)]

Cookware shelf, shoebox, and refrigerator

[Individual room]

Desk, chair, unit bath (bathtub, shower, & toilet), air conditioner (fee is collected as an A/C fee, referring "6. Fees"), room light, bed, curtain (cannot be replaced), mirror, shelf/closet with a pipe for hanging, Wi-Fi (a user's manual and password in each room)

Room Plan



Residents may be billed for damaged/lost room facilities.

13. Allowed electronic items to be brought into an individual room or a shared space

[Allowed items for an individual room]

Desk lamp, music player, hair dryer, PC, printer, TV, fan, rice cooker, and electronic piano (must require the use of headphones)

Note: Residents shall not bring in any other electric products listed above. In particular, **electronic stoves, heaters, or anything with heating equipment that causes a fire is prohibited.**

Allowed items for a shared space (sharing with two residents)

Refrigerator, rice cooker, and *electric kettle (*another student living next door prepares it).

14. Basic information

Address: 3-56, Uegahaea 2bancho, Nishinomiya, Hyogo 662-2892 JAPAN

Overview: Built in 1993. Four-story building. Capacity 88.

Dining room, kitchen, laundry room, chapel, meeting room, no elevator.

A five-minutes walk to the Nishinomiya Seiwa Campus.

A ten-minutes walk to the Nishinomiya Uegahara Campus.

Contact: Kwansei Gakuin Residence Center

dormitory@kwansei.ac.jp

+81-798-54-6113 (Mon-Fri 8:50-11:30/12:30-16:50)