

Ryukoku University's International Student Dormitories General Rules

These general rules must be observed by all International students living in the International Student Dormitories.

A dormitory is a communal living space. Please respect the different customs and cultural values of all occupants and avoid thoughtless behavior. Please respect the privacy of others and behave appropriately at all times.

You,
Unlimited



Admission Procedures

① **Please inform NASIC of your check-in date at least 2 weeks in advance.**

(NASIC is the private company which manages our dormitories on behalf of the International Center).

② **Please sign the [Pledge] and return it to NASIC.**

③ **If you do not have a Japanese bank account when entering the dormitory, an account (at Mitsubishi Tokyo UFJ) will be established for you.**

Please fill in the form to open an account and be sure to submit it by the designated date.

<Necessary Materials>

- Form to open a bank account
- Copy of your Residence Card

④ **Regarding your first payment**

◎ For those staying at Ryukoku International House, Ryukoku Kaikan, and Omiya-Sou:

Please make your payment of the Security Deposit and <First Time> Usage Fees (Room, Utilities, Bedding) at the nearest convenience store shortly after your arrival. This payment must be made in cash (Please note that paying by credit card is NOT possible!)

◎ For those staying at Mukaijima Student Center:

Usage fees (Room and Utilities) will be paid to the Mukaijima Student Center Office, but bedding fees must be paid to NASIC. Your first payment must be made from a convenience store. This payment must be made in cash (Please note that paying by credit card is NOT possible!)

⑤ **Deposit**

The Deposit will be returned to you when you check-out of the dormitory. However if your rent or utility bills is in arrears, or if you need to pay for any damages caused to the room or dormitory, it will be deducted from your deposit. If this amount exceeds the deposit paid, you will be billed for the excess amount.

⑥ **Automatic Account Withdrawal**

Room rent and utilities fees will be automatically withdrawn from your bank account on a designated day of the month. **Please be sure to register your bank account number as soon as your bank account has been established!**

- (Ryukoku International House, Omiya-so, and Ryukoku Kaikan) No specific bank is designated for payment. That month's rent/utility charges of the month before last will be deducted from your bank account on the 6th of every month. If it falls on a weekend or public holiday, it will be deducted the following business day.

⑦ **Move-In Day**

You will be given guidance by either a dormitory tutor or the Dormitory Manager.

【※】 The Dormitory Tutors are Japanese Ryukoku Students who live in the international dormitories to provide international students with assistance regarding living in the dorms and their daily lives. If you have any difficulties, please either consult with the Dormitory Tutors or the Center for the Promotion of Global Education Office.

Rules about dormitory rent and utilities

(Except Mukaijima Gakusei Center)

- ① If a room is occupied for less than 15 days of any calendar month, rent will be calculated by the day. If the room is stayed in from the 15th of the month on, one month's rent will be charged.
<Ex.> If an international student stays at Ryukoku International House for the first eight days of the month, he/she will be charged 9,333 JPY.

Explanation:

1 month room rental fees = 35,000 JPY, 1 month utility fees = 10,000 JPY

($35,000 \text{ JPY} \div 30 \text{ days} \times 8 \text{ days} = 9,333.3333 \text{ JPY}$ [Final charge: 9,333 JPY])

- ② Due to the great number of incoming students in March and August, occupants intending to check-out of their dormitories in these two months must leave by March 20 or August 20 (If the day falls on a holiday, students will be required to check out the day before). Rent and utilities fees will be calculated according to [Rules about dormitory rent, #1] above.
- ③ Rental fees, once paid, will not be refunded except in special circumstances.

Period of Stay

- ① A contract of residence is for 1 year.
- ② Please be sure to turn in a "Leaving the Dormitory" form to your Tutor by the 10th of the month previous to the month you plan to depart. If you fail to turn in the form by the 10th of the month (for example, it is turned in by the 14th), you will be charged the entire amount for the next month.
- ③ Each dormitory has a specific period when entry is possible, so placement in the same dormitory cannot be guaranteed.
- ④ Residents who wish to stay beyond a period of two years must reapply to enter into a new contract.

- ⑤ For those residents who have received permission to enter into a new contract after a two-year term, either a [one year] or [half year] contract will be granted, based on the number of students who wish to enter the specified dormitory at that time.
- ⑥ A refund will be transferred to your bank account on the 5th of the month you plan to leave the dormitory, after the electricity fee has been calculated and the condition of the room has been checked. Please be sure not to close your bank account until receiving this refund.

Ryukoku International House / Ryukoku Kaikan

Contracts are **not renewable** for these dormitories, which have a maximum period of residence of one (1) year. However, occupants of these dormitories may apply to move to other dormitories after their contract expires.

Omiya-so / Mukaijima Gakusei Center

The maximum period of residence for these dormitories is two (2) years.

E.g. Options for residents of Ryukoku International House or Ryukoku Kaikan:

- a. Ryukoku International House (1year) + other student dormitory (1year)
- b. Ryukoku International House (1year) + off-campus accommodation (2years) + other student dormitory (1 year)

Checking-out Procedures

- ① Fill out an Accommodation Questionnaire (June and November) and give it back to the dormitory tutors. If you are checking-out soon, submit the Notice of Leaving the Dormitory (退寮届) to the dormitory tutors as well.
- ② Please be sure to turn in a “Leaving the Dormitory” form to your Tutor by the 10th of the month previous to the month you plan to depart. If you fail to turn in the form by the 10th of the month (for example, it is turned in by the 14th), you will be charged the entire amount for the next month.
- ③ Clean your room and remove your belongings before you check-out.
- ④ on the day of check-out : The dormitory tutor will do a room check before you check-out out.
- ⑤ On the day of check-out : The dormitory tutor will do a room check before you check-out out.
- ⑥ A refund will be transferred to your bank account on the 5th of the month you plan to leave the

dormitory, after the electricity fee has been calculated and the condition of the room has been checked. Please be sure not to close your bank account until receiving this refund.

■ In the following cases, occupants will be required to leave the student dormitories

- ◎ Graduation or termination of studies at Ryukoku University
- ◎ Expiration of contract
- ◎ Rejection of application to extend period of stay
- ◎ Decision by the University that the occupant is no longer eligible to continue living in the dormitory
- ◎ Where delayed payment or compensation exceeds the rental deposit amount
- ◎ Failure to obey dormitory rules
- ◎ Deliberate disobedience of university guidelines and instructions
- ◎ Non-payment of rental fees and bills
- ◎ Failure to fulfill their obligations as dormitory occupants

■ Leaving the dormitory during contract term

If occupants wish to leave the dormitory before their lease expires, they must inform NASIC at least one month in advance.

Please refrain from making your final departure from the dormitory on a Saturday or Sunday

Mandatory Code of Conduct

Please observe the regulations:

- ① **Dormitory property is not to be altered or misused in any way.**
- ② **No economic or political activity may be carried out within the dormitory.**
- ③ **Dormitory furnishings or equipment are not to be removed.**
- ④ **Potential fire hazards such as gas ranges are not to be used outside designated areas**
- ⑤ **Occupants should follow dormitory rules and respect Japanese customs.**
- ⑥ **Do not disturb fellow residents or people living in the surrounding neighborhood.**
(e.g. making loud noise, leaving rubbish in the corridor/on the streets etc.)
- ⑦ **Care should be taken to keep both one's room and the communal living areas clean and sanitary.**
- ⑧ **Fires, thefts, etc. should be reported immediately**

● **Cohabitation is prohibited.**

A single room may only have 1 occupant.

● **Overnight guests are not permitted.**

Family and friends are not allowed to stay overnight in the dormitory.

● **Smoking**

Smoking is not allowed within dormitory premises belonging to Ryukoku University (even outside the building)

● **Overnight Trips**

If you go away for an extended period of time or return to your home country, you must contact the Center for the Promotion of Global Education Office at least 1 week in advance. Fill out a Contact Address Form and turn it in to your dormitory tutor or the Center for the Promotion of Global Education Office.

● **Use of Parking Facilities**

Please put an identification sticker on your bicycle, motorcycle, scooter etc. (These stickers can be attained from the dormitory tutors.) Do not leave your bicycles etc. in the dormitories after you move out. In the case of theft, please report directly to the police, not the University.

Ryukoku University will not be held responsible for any cases of theft.

● **Pets**

Pets are strictly forbidden in the dormitories.

● **Mailbox**

Write your name on your dormitory mailbox and check it once a day.

In addition to the above-mentioned rules, each dormitory has its own regulations. If you fail to follow the regulations, you will be made to leave the dormitory.