

You, Unlimited

Ryukoku University International Student Dormitories General Rules



**RYUKOKU
UNIVERSITY**

The General Rules detailed within must be observed by ALL Dormitory Residents. The dormitory is a communal living space of students from several different countries. Please be respectful of different cultures and customs, and mindfully avoid thoughtless behavior. Please respect the privacy of others and behave appropriately so all residents can have an enjoyable university life.

Admission Procedures

- ① After submitting the application form to enter the Ryukoku University International Student Dormitory, the Student Information Centre (NASIC) 【※】 will send you an email for information regarding your arrival date, and provide a document about the date you will enter the dormitory. Decide your move-in date and return the completed documents to NASIC by the specified date by email.

【※】 [NASIC is the private company which manages the dormitories on behalf of the Center for the Promotion of Global Education (R-Globe) Office].

The application process for dormitory admission will be provided separately.

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

- ③ Regarding your First Payment

For those staying at [Mitra-kan], [Ryukoku International House]:

Please make your payment of the Security Deposit and <First Time> Usage Fees [Rent, Utilities, Bedding (optional)] at the nearest convenience store shortly after your arrival. This payment must be made in cash. **IT IS NOT POSSIBLE TO PAY BY CREDIT OR DEBIT CARD.** Also, please note that Yucho Ginko (Japan Post Bank) does not offer online banking services.

- ④ Security Deposit

In principle, the security deposit will be returned when you check-out of the dormitory, by bank transfer on a specific day designated by NASIC. *However*, if you have failed to pay your room rent or utilities fees, or if payment is required for any damages caused to the room or dormitory, the required fees will be deducted from this security deposit. If the amount required exceeds the amount of the security deposit, a bill will be sent to you for the excess amount. Students with a room rental waiver are not required to pay a security deposit.

- ⑤ Automatic Account Withdrawal

Room rent and utilities fees will be automatically withdrawn from your bank account on a designated day of the month.

If you do not have a bank account available in Japan when you enter the dormitory, you will open one.

The account will be at Yucho Ginko. Please complete the form for opening an account and submit it by the specified date.

<<Required Documents>>

- Form for opening the bank account (to be distributed after you enter the dormitory)
- Residence Card copy

For those staying at [Mitra-kan], [Ryukoku International House]:

Each month's room rent and utilities expenses will be automatically withdrawn from your bank account on the 6th of each month (in the case that the 6th is a weekend or national holiday, on the following business day).

※Automatic withdrawal is possible from any Japanese bank. However, those who have not formerly opened a Japanese bank account will have an account established at Yucho Ginko (Japan Post Bank) after their arrival in Japan. Please be sure to fill in this account on your automatic withdrawal form.

- ⑥ Move-In Day

You will be given guidance by either a Resident Supporter 【※】 or the Dormitory Manager.

【※】 The Resident Supporters are Japanese students of Ryukoku University who live in the dormitories to provide international students with assistance regarding their daily lives at the dorms and at the university in general. If you have any difficulties, please either consult either the Resident Supporters or the Center for the Promotion of Global Education (R-Globe) Office.

Rules: Dorm Rent and Utilities

All dormitory residents (including students with a room rental waiver) are required to pay monthly utilities fees, even during break periods in between semesters.

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 occupied from the 15th of the month on, the cost of one month will be charged. If you wish to prorate your rent for less than 15 days, you must submit a notice of withdrawal to the Dormitory Manager by the 5th of the month *preceding* the month in which you are leaving the dormitory. If you submit the notice after the due date, you will be charged one month's rent, even if you leave within 14 days.

If a [SINGLE] room at Ryukoku International House is occupied for the first eight days of the month, he/she will be charged according to the following:

(International Student: 1 month rent 40,000JPY <Room Rent: 30,000JPY, Utilities 10,000JPY>

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(45,000 JPY ÷ 30 days × 8 days = 12,000 JPY [Final charge: 12,000 JPY])

Calculation Method: Monthly Fee ÷ 30 (days) × Number of Days Occupied. All decimal points are cut.

Rules Regarding Incoming/Outgoing

- ① Due to the great number of students arriving in March and August, Occupants checking out must depart by March 19 or August 10 (If this day falls on a weekend or public holiday, checkout must take place on the previous day). Rent and utilities fees will be calculated according to [Rules: Dorm Rent and Utilities] above.
- ② Rental fees, once paid, will not be refunded except in special circumstances. **Notification of leaving the dormitory must be submitted at least one month in advance.**

Checking Out Procedures

- ① Please be sure to submit a “Leaving the Dormitory” form to your Dormitory Manager by the 7th of the month previous to the month you plan to depart. If you fail to turn in the form by that time, even if you plan to reside in your room for only 14 days or less in the following month, you will be charged the full rent amount.
- ② Clean your room and remove your belongings before checking out.
- ③ Approximately One Week before Checkout: Your Resident Supporter will conduct a room check.
- ④ On Checkout Day: Your Resident Supporter will conduct a room check. This room check is required!
- ⑤ Once your electricity fee has been calculated and the condition of your room checked, your Security Deposit will be refunded.

■ In the following cases, occupants will be required to leave the Dormitory:

- ◎ Termination of studies at Ryukoku University
- ◎ Expiration of contract

- ◎ Rejection of application to extend one's 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
- ◎ Failure to fulfill one's obligations as a dormitory resident

■ Leaving the Dormitory During the Residence Term

If you wish to leave the dormitory before the resident period expires, notification must be provided to NASIC *AT LEAST* one month in advance.

*If you wish to reside in the dormitory with a daily rate (for less than 15 days), you must submit a [Leaving the Dormitory Notice] to the Dormitory Manager by the 5th of the PREVIOUS month you will check out of the dormitory. If this notice is submitted after the deadline, you will be charged the dormitory fee for the entire month (even if you depart within the first fourteen days of the month).

Please note that it is not possible to check out of the dormitory on a Saturday, Sunday, or National Holiday.

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.

● **Entrance to other Residents' rooms is prohibited.**

You may not enter the rooms of other Residents, even in the case of friends.

● **Overnight guests are not permitted.**

Family and friends are not allowed to stay overnight in the dormitory. They are required to leave the dormitory premises by the curfew designated by each 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 or return to your home country, you must contact the Center for the Promotion of Global Education Office at least 1 week in advance.

Ryukoku International House ▪ Mitra-kan Residents: Fill out Out-of-Town Overnight Stay Form, available by QR Code.

● **Use of Parking Facilities**

Please put an identification sticker on your bicycle (These stickers can be attained from the Resident Supporters). Do not leave your bicycle at the dormitory after you move out. In the case of theft, please report it 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 dormitory.

● **Mailbox**

Affix your name to your dormitory mailbox and be sure to check it at least once a day.

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