Introduction
The International Residence III (hereafter refer to Residence III) is a studio type apartment dormitory rented for international students. After moving-in, residents are asked to follow the dormitory rules, as well as the directions from CIEC and the dorm manager. Any residents who fail to do so will be expelled from the dorm. CIEC may change the rules and regulations at its discretion.

1. Length of stay
1. Residents may only live in Residence III for two years or less.
2. Annual renewal may be possible based on availability and the outcome of an interview with CIEC after the initial two-year period has elapsed.
3. The residence who move in the Residence III in spring must be move out by March 20 of next year.

2. Moving-in
1. Residents must obey rules not only mentioned here, but also directions from CIEC and the dorm manager during their stay.
2. The applicant (student) is the only person able to occupy the room. The apartment may not be shared with or subleased to third parties.
3. Overnight stays of guests are not allowed.

3. Security
The entrance to the building is automatically locked. Do not allow strangers to follow you inside.

4. When you go out or stay overnight
1. Residents shall make sure to turn off and unplug all electronic devices before exiting the dorm.
2. Residents planning to stay overnight other than the dorm for one to 7 days shall submit “Overnight Stay Notice” from the link below or QR code.
   URL: https://form.jotform.com/80507198471966
3. Residents going on a trip for more than seven days shall submit a “Temporary Leave Notice” one week prior to departure and notify the CIEC Office as soon as they have returned. Form is available here:
   URL: https://ciec.kwansei.ac.jp/upload/a79753a37b8a7460c4878752070681bc6f069d71.pdf

5. Rent and utility
1. Bills for the rent, maintenance fees, hot water supply and utility fees will be sent to residents by CIEC. Residents shall pay their bills at the financial division by the deadline.
2. Failing to pay for any fees for more than three consecutive months or more will result in the resident being expelled from the dorm.
3. The utility fees will be fixed for the first and last month of the student’s stay as indicated
below.

4. The cost for rent and other fees are as follows. It may be changed due to a change of Japanese laws. Please note that CIEC may ask you to pay additional fee when there is a huge gap between your paid amount and actual utilities.

5. The dorm fee is charged even if you are out of the dormitory in a long term, such as a temporary leave outside of Japan.

<table>
<thead>
<tr>
<th>Entrance Fee</th>
<th>¥ 20,000</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dorm Fee</td>
<td>Monthly rate: ¥ 48,000 (Including maintenance fee and hot water supply fee)</td>
</tr>
<tr>
<td></td>
<td>Dorm Fee (Including Maintenance Fee and Hot water supply Fee) for a resident who moves into the dorm early/late will be calculated according to the number of days the resident has been in the dorm. Dorm Fee for a resident who moves out of the dorm early/late will be calculated according to the number of days the resident has been in the dorm, 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 will be charged for the full month. Early and late dorm entry/exit = ¥ 1,800 x days spent in the dorm.</td>
</tr>
<tr>
<td>Utilities</td>
<td>Monthly service fee ¥4,000</td>
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<td></td>
<td>Monthly hot water fee ¥3,300 plus tax</td>
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<tr>
<td></td>
<td>[Early and late entry / exit of dorm] &lt;Electricity・Water・Hot water supply&gt; (Hot water supply:105yen/100L when exceeding 2㎥ per month)</td>
</tr>
<tr>
<td></td>
<td>Days spent</td>
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<tr>
<td></td>
<td>1~10</td>
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<tr>
<td></td>
<td>11~20</td>
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<td>21~31</td>
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6. “Rental Futon Set”
Upon moving-in, exchange students will receive a “Rental Futon Set”. The “Rental Futon Set” contains the items below. The full-time international students refer to item no. 20

- 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 arrival. If the pack in complete, residents shall sign and submit the “Rental Futon Set Receipt” to CIEC within one week from the moving-in date.

2. If any item is missing from the “Rental Futon Set”, residents shall notify CIEC within one week from the moving-in date.

3. A resident will be billed for the replacement of originally unreported missing item upon moving out.

7. Room key
1. Students are responsible for their room keys during their stay at the dorm. A resident who lost or broke their room key shall contact to CIEC and submit a “Lost Key Declaration and Spare Key Usage Acknowledgment”. The resident will be billed more than ¥10,000.

2. Do not make copies of your room key.

3. Do not lend your room key to anybody.

8. Internet
All residents can connect to Internet (LAN) inside of the dorm. If you use Wi-Fi, you need to purchase Wi-Fi router.

9. Room management
1. Residents must keep their room tidy and clean by themselves.

2. Particularly, please pay great attention to keep wet area clean. If failing to do so may cause clogged pipes of the entire dorm.

3. In case of emergencies CIEC staff or other KGU staff may enter the resident’s room without the consent of the resident.

4. In case residents cannot be contacted and have unpaid rent, CIEC staff or other KGU staff may enter the resident’s room without the consent of the resident to remove personal belongings of the resident.

5. Outdoor foot wear shall not be worn in the room.
10. Fixtures
1. All fixtures including walls, floors, ceilings, Kitchenette, bathroom fixtures, furniture, may not be altered or changed.
2. Please do not put any stickers or similar objects on the wall, ceiling, or furniture. Piercing the wall with thumbtacks, pins, etc., is forbidden.
3. Notify the CIEC office immediately in case any of the room fixtures become broken or lost.
4. In extreme cases the student shall be responsible for the payment of the damaged or lost items.
5. Replacing expendable supplies such as light bulbs will be the responsibility of the resident.

11. Common area
1. Residence III is not only occupied by KGU international students. Be sure to observe the rules and manners in the building.
2. Residents may not place their personal belongings or hang dry their washing in the hallways.

12. Mail box / Delivery box
1. Residents shall check their mailbox every day for mail or any other information.
2. If residents are not in the dorm at the time of package delivery, the postman will put your package in your delivery box, and you will receive a notification slip in your mailbox. Contact the dorm manager at your earliest convenience to retrieve your package.
3. You are unable to receive your package If a package doesn’t fit in the delivery box. Please keep this in mind when asking someone to deliver a package to you.
4. Residents shall specify the room no. in the address. Mail/packages without room no. will not be delivered.

13. Taking out the trash
1. Residents are responsible for cleaning their own rooms and disposing their trash.
2. Burnable, plastics, bottles, cans and pet bottles must be sorted accordingly and placed in designated places.
3. Residents who have large trash to dispose of shall contact the Dorm Manager. Depending on the size of the trash, there will be a fee to pay.
4. Disposing of large trash without paying a fee is prohibited by law.

14. No smoking (including heated tobacco)
Resident are not allowed to smoke in their rooms or balcony or common area.

15. Drinking
Underage drinking (less than 20 years of age) is prohibited by law.

16. Disaster and crime preventions
1. KGU will not be held liable for any theft at the Residence III.
2. Heating devices other than the air conditioner in the room are prohibited.
3. Do not use the elevators in case of earthquakes or fire.

17. Open flames
1. Using candles, incents or something with an open flame that could cause a fire is not allowed.
2. Use of gas and electric stoves, or any other things that could cause a fire is strictly prohibited. Only heated carpets and blankets are allowed.
3. Lighting fireworks or a BBQ is not allowed in the Residence III vicinity.

18. Moving-out
1. Residents planning to move out of Residence III must notify CIEC at least one month before the scheduled moving-out date and turn in a “Notification of leaving”.
2. Failure to turn in the “Notification of leaving” at the appropriate time will result in the resident being charged as a continuing resident.
3. Residents are responsible for cleaning their rooms before vacating. Cleaning expenses will be charged to
4. Room check will be made prior to moving-in and moving-out with the resident and CIEC staff. The move out will not be considered final until the resident attends the room-check before moving out. Residents will be billed (min 5,000 JPY) for any insufficient cleaning, damaged/missing items or leftover items that require special disposal.

5. Residents shall return their room key to the Dorm Manager upon moving-out.

19. Other important information

1. Try your best not to cause trouble with other residents. But if you do, try to solve among the concerned parties first, then report the incident to CIEC.
2. Residents cannot select or change room once it is allocated by CIEC.
3. Presence of narcotics/drugs such as marijuana or stimulants, as well as guns/swords is strictly prohibited.
4. Feeding the wild cats living in the area is prohibited.
5. Access to the Residence by car is not allowed.
6. Residents who own a bicycle shall notify the Dorm Manager and park it in the designated area.
7. Do not place belongings on the balcony.
8. Do not put things to dry out on the balcony’s handrail
9. Be careful of accidents concerning water. Make sure there are no leaks form the tap.

20. Full-time International Students: Additional Important Information

1. Full-time international students shall purchase the Fire Insurance as instructed by CIEC. The bill will be sent out to residents by CIEC. Residents shall make sure to pay their bills by the appropriate date.
2. Full-time international students will NOT be provided with a Rental Futon Set. International students who wish to purchase a Futon Set can pre-order it through CIEC prior to moving-in. It is strictly prohibited to use the bed without bedding.
3. Full-time international students who own a motorbike shall notify the Dorm Manager and park in the designated area. Bicycles without such registration will be discarded without notifying the owner. Make sure to take care of your bicycle upon moving-out (e.g. giving it to someone, dispose as large trash, etc.)
4. Full-time international students residing in a KGU-run dorm will need to take the KGU Medical Examination after the beginning of class every year.

【International Residence III】
Le Monde Nishinomiya
3-21 Hiraki-cho, Nishinomiya-shi, Hyogo, 662-0835, JAPAN
To: the Dean of Center for International Education and Cooperation Kwansei Gakuin University

Notification of Leaving from International Residence III

関西学院大学
国際教育・協力センター長 殿

提出日： 年(YEAR) 月(MONTH) 日(DAY)

関西学院大学
国際教育・協力センター長 殿

Notification of Leaving from International Residence III

国際学生レジデンス III 退去願

所属(COURSE/DEPT)

学籍番号(STUDENT No.)

氏名(NAME)

部屋番号（Room No.）

■退去希望日(DESIRE DATE TO MOVE OUT):

_________________年(YEAR) ______月(MONTH) ______日(DAY)

■新住所(NEW ADDRESS):

〒 _______ － _________

■連絡先(CONTACT INFORMATION):

携帯電話(TEL) ( ) －

Email（携帯 MOBILE PHONE） @

Email（PC） @

【CIEC 記入欄】

■退去立会い希望日

1. 月 日 : 〜 : 
2. 月 日 : 〜 : 
3. 月 日 : 〜 :
To Dean of Center for International Education and Cooperation Kwansei Gakuin University:

鍵紛失届兼スペアーキー受領書
Lost Key Declaration and Spare Key Usage Acknowledgment

1. 学生番号 Student No.  _____________________________________
2. 氏名 Name  ________________________________________________
3. レジデンス Residence Ⅱ／Ⅲ／Ⅳ／Ⅴ

   部屋番号 Room No.  ___________________________________________
4. 紛失日 Date of Loss  __________________________________________
5. 紛失キー Key lost  □ ユニット入口の鍵 Unit Key
    □ 個室の鍵 Room Key

※ この届け出提出後 3 日以内に鍵発見の申し出がない場合は、鍵シリンダー交換
    費用・鍵複製費用を申し受けます。
    If we don’t receive any information about you finding the lost key within 3 days after
    you submitted this report, you will be billed for the cost incurred in making new
    keys/changing the door cylinder of your unit/room.

サイン Signature  _____________________________________