

# Kwansei Gakuin University YUKORYO International Dormitory 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 the YUKORYO International Dormitory (hereafter referred as Yukoryo) must treat other residents with the utmost respect and must behave in a manner that coincides with the rules while living in the dorm. After moving in, in addition to observing the rules, residents shall listen to and follow the instruction of Residence Center staff members as well as those of the Dorm Manager. **Any resident who fails to do so may be expelled from the dorm.** Residence Center may change the rules and regulations at its discretion.

## 1. Length of Stay

1. Residents may only live in Yukoryo for up to two years.(maximum 2 years)
2. Residents who move-in in the spring must move out by March 20, 2 years later.

## 2. Moving-in

1. Residents may not choose or change their assigned room.
2. When residents are instructed to change rooms, they must do so.
3. The Barrier-Free Rooms are only for residents who have disabilities, have been affected by infectious diseases or who have received special permission from Residence Center
4. Newly arrived residents shall check their rooms upon moving-in and notify the Dorm Manager or Residence Center staff members of any discrepancies with the room within 1 week from moving-in. Reparation of unreported discrepancies found upon moving-out check may be billed to the resident.

## 3. Curfew and Security

1. Curfew is at 23:00 (11 PM). Residents who enter the dorm past the curfew shall make sure to enter/exit quietly not to bother other residents living in the dorm.
2. For security reasons, residents need their ID cards to enter Yukoryo as well as to access the residential floors. Residents shall not lend their ID card to others (residents or otherwise). If found doing so, the resident may be expelled from Yukoryo.
3. When leaving/returning to the dorm, residents must scan their ID cards at the entrance.

## 4. Having Visitors

1. Visitors must report to the Dorm Manager's office upon entering and before exiting Yukoryo and sign their name.
2. Visitors are only granted access to the shared areas located on the 1<sup>st</sup> floor and are not allowed access to the residential floors.
3. Visitors must be considerate of other residents.
4. Visitors must leave the dorm by 21:00 (9PM).
5. Visitors are not allowed to spend the night. Residents discovered hosting a visitor may be expelled from Yukoryo.

## 5. When Staying Out Overnight

1. Residents shall make sure to turn off and unplug all electronic devices before exiting the dorm.
2. Residents planning to stay out overnight shall submit "Overnight Stay Notice" from the link below or QR code.



## 6. Fees

1. Bills (entrance fee, dorm fee and utility fee) will be 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 the resident being expelled from the dorm.
3. The cost for rent and utilities are as follows. Electricity fees are included in the dorm fees but if there is a huge gap between your paid amount and actual electricity fee residents will be asked to pay an additional fee.
4. Dorm fee is charged even if the resident is out of the dorm for a long period of time, such as temporary trip back to one's home country.

		Exchange Students / Degree Seeking International Students · RA	Short term students
Dormitory Fee	Entrance fee	¥20,000	—
	Insurance fee	Residents shall purchase the Insurance Package as instructed by Residence Center (Degree Seeking International students and RA only)	—
	Regular	Monthly rent ¥ 59,000	¥ 4,200/day (include the rent, expenses, shower(10 min. x 3 times per day) and rental futon set)
Rent	A dorm 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 of dorm=@¥2,000 × days spent in 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. Electricity fees are included in the dorm fees but if there is a huge gap between your paid amount and actual electricity fee residents will be asked to pay an additional fee.		
Moving in/out early/late			

※KGU may change the rules if the amount shouldered by university become increased.

## 7. Activity Fee

1. 500 JPY will be collected monthly for expense of events held in the dorms.
2. The expense will be managed by Residence Center. Events held with the activity fee will be decided in the Executive Meeting held by the Resident Assistants (RA)
3. In case a student moves in/out of the dormitory in the middle of the month, the full amount of the activity fee (500 JPY/month) will be collected if the student stays in the dormitory for 11 days or longer.

## 8. Resident Assistants (RA), Floor Leaders(FL)

1. RAs are students who live in the dorms and carry out the following activities. Residents must be cooperative about the RA events. ※RAs will be chosen from the Degree Seeking KGU Students at KGU every semester.
  - ① Advisor role to residents (Support for everyday life/various procedures).
  - ② Planning and carrying out social events.
  - ③ Support residents when entering and leaving the dorm.
  - ④ Support dorm management and life guidance for residents.
2. FLs are residents who cooperate with the RAs by organizing goods and various equipments, and supporting RA events by promoting it on their own floors.
3. The term for FLs are half a year~1 year. During their mandate, FLs will be exempt from paying the Activity Fee. Application method will be announced via Bulletin Board.

## 9. Yukoryo Governance-related Meetings

Management matter about Yukoryo will be decided during one of the following meeting structure: “Executive Meeting”, “RA Meeting”, and “Dormitory Meeting”.

“Executive Meeting”:	Only attended by Residence Center staff members and RAs. Meeting to discuss overall matter about the dorm, such as operation methods and overall policies and usage of activity fees.
“RA Meeting”:	Attended by RAs and FLs based on the topic. Topics are such as planning RA events, problem solving, checking the usage on activity fees and concretely examining and checking on how to manage the dorm.
“Dormitory Meeting”:	All residents are to participate. Meeting is held to share decided matter and events in the dorms.

## 10. “Rental Futon Set”

Upon moving-in, Exchange Students will receive a “Rental Futon Set”. Degree Seeking International Students should refer to item no. 26.

- 1 mattress/ bed pad
- 1 comforter
- 1 pillow

- 2 sheets
- 1 blanket
- 2 comforter covers
- 2 pillow cases

1. Residents shall check the content of their “Rental Futon Set” upon arrival. If any item is missing or broken items are found from the “Rental Futon Set”, residents shall notify the Dorm Manager with in 1 week.
2. A resident will be billed for the replacement in the case of missing/broken items are found after a week.

## **11. Room Management**

1. Residents shall keep their room tidy and clean.
2. Residents shall regularly open their window to air out the room. If mold or insects appear, residents shall notify the Dorm Manager immediately.
3. Residents shall not put any stickers or similar objects 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 other facility issues.
5. Residents shall not make any physical changes to their private room.
6. Residents shall not enter rooms of residents of the opposite sex. If discovered doing so, the resident may be expelled from the dorm.
7. Residents shall not cook in their room.
8. Residents shall contact the Dorm Manager if there are any issues about facilities.

## **12. Room Key (ID Card)**

1. The residents are responsible for their ID card during their stay at the dorm. A resident who lost their ID card shall contact the Dorm Manager. The resident will be billed 3,000JPY to replace the ID card.
2. Residents shall not make copies of their ID card.
3. Residents shall not lend their ID card to others.

## **13. Internet (Wi-Fi)**

All residents may connect to Wi-Fi inside the dorm.

1. User ID and password for each Shared Space can be found on a poster on each floor.

## **14. Showers**

1. Residents shall purchase and use their own soap, towel, etc.
2. Residents shall make sure that they throw away hairs stuck in the drain and leave the shower clean for the next person to use.
3. Residents must be careful not to use too much water. Please be extra careful not to keep the water running.
4. Residents shall not dye their hair in the shower room as the dye may stain the facilities.

## **15. Laundry**

1. Residents shall be mindful of other residents when using the washing machine and shall not leave laundry sitting in the laundry machine for too long. This is so that other residents are able to use it smoothly. If there is laundry left, it will be kept in the Dormitory Manager’s office. If not claimed within 2 days, it will be disposed of.
2. Residents shall refrain from using the laundry machine from 23:00 (11PM) ~ 6:00 (6AM) to avoid loud noise.

## **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 dorm at the time of package delivery, the Dorm Managers will not be able to receive the package for residents. Residents shall therefore request a redelivery of said package on their own.
3. Residents shall specify the room no. in the address. Mail/packages without room no. will not be delivered.
4. Registered mail may be received by the Dorm Manager and kept in the Dormitory Manager’s office.
5. The Dorm Manager cannot receive frozen/chilled package as well as package with cash. Residents shall communicate with the delivery company and arrange for a delivery at an opportune time.

## **17. Bulletin Board**

1. Any important notices as well as room check schedule will be posted regularly on the bulletin board on the 1<sup>st</sup> floor, in front of the Dormitory Manager’s office. Residents shall check the Bulletin Board regularly.
2. In principle, residents cannot post personal flyers, brochures and posters on the bulletin board. If found without permission, it will be taken off.

## **18. Taking Out the Trash**

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1. Residents shall separate burnable, non-burnable, plastics, cans/bottles, paper, cloth and small non-burnable trash and take it out according to the rules laid out by Nishinomiya City.
2. Residents shall make sure to check the trash collecting schedule and take out their trash before 8:00 (8AM) on the day of pick-up.
3. Residents who have large trash to dispose 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.

## **19. Shared Spaces Facilities and Equipment**

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Rules for the Shared Spaces Facilities and Equipment are as follows.

### **[Dining]**

1. The Residential Lounge Dining Area located on the first floor is for residents to use as a place to eat and engage in conversation to deepen international understanding etc. Residents may also use the space to study and therefore any activities which might disturb the residents' studies are prohibited.

※The above rule also applies to the Residential Floors' Dining Areas. Residents must use the Residential Floors' Dining Area quietly after 21:00 (9PM). Past 23:00 (11PM), residents shall refrain from using the Residential Floors' Dining Area and use the Residential Lounge Dining Area located on the first floor instead.

### **[Kitchen]**

1. Residents may use the Residential Lounge Kitchen Area located on the first floor freely, however access to the said Kitchen will be limited in case of an RA event and such. Events schedules will be announced ahead of time via posters etc.
2. No personal items such as dishes and kitchen tools shall be left in the Residential Lounge Kitchen Area. Residents must bring and take back all privately owned items to/from their room.
3. Residents shall use the Residential Lounge Kitchen Area's rice cookers only in their designated location. Residents may not move or use the rice cookers in their private rooms.
4. The Residential Lounge Kitchen Area is a shared facility and every piece of equipment (sink, rice cooker, IH) shall be kept to clean after use. Residents shall also dispose of garbage in the designated area.
5. Residents shall buy their own food or spices/herbs and keep them in their private rooms and not in the Residential Lounge Kitchen Area's refrigerators.
6. The Residential Lounge Kitchen Area's refrigerators can be used by all residents. Residents wishing to temporarily store food items in the Residential Lounge Kitchen Area's refrigerators shall write their name on each item and dispose of them in a timely manner. Food that emits a strong smell shall be sealed tightly and properly. The university will regularly dispose of spoiled food left inside and outside the Residential Lounge Kitchen Area's refrigerators.
7. Dish soap and sponges are provided for residents in the Residential Lounge Kitchen Area. If they run out or become old, residents shall inform the RAs.

※The above rules also apply to Residential Floor Kitchen Areas. Residents must use the Residential Floor Kitchen Areas quietly after 21:00 (9PM). Past 23:00 (11PM), residents shall refrain from using the Residential Floor Kitchen Areas and use the Residential Lounge Kitchen Area located on the first floor instead.

### **[Toilets]**

1. To prevent the First Floor Toilets from breaking, clogging, or emitting an odor, residents shall not dispose of anything other than toilet paper and refrain from using the toilets to dispose of sanitary products, paper towels, wipes, or any leftover food.
2. The Dorm Manager will supply toilet paper for the First Floor Toilets. Residents shall contact RAs if they run out.
3. Residents must inform the Dorm Manager if anything breaks or if there are any unpleasant odors coming from the toilets.

※The above rules also apply to the Residential Floors Toilets.

### **[Fujita Global Commons]**

1. Fujita Global Commons located on the First Floor is normally used for studying and to deepen engagement between residents. There are times when large events will be held and in such cases, the use for said events will be prioritized.
2. The use of the speakers, microphones and projectors is limited to Residence Center and RA-run events. Events held at Fujita Global Commons must end no later than 21:00 (9PM).
3. Residents must return desks/chairs to its original position.

### **[Meeting Room 1 and 2]**

1. Residents may use the Meeting Room 1 and 2 located on the First Floor for studying and holding meetings. Usage out of these purposes is not allowed.
2. Reservation is required. Residents may use the meeting room consecutively for maximum of 2 hours

from 7:00 ~ 23:00 (7AM ~11PM). Details about the reservation method is posted close to the door.

3. Residents must return desks/chairs to its original position.

#### **[Theater Room]**

1. Residents may use the theater room for watching movies, listening to music and playing instruments etc. Holding parties or napping is strictly prohibited.
2. Reservation is required. Residents may use the meeting room consecutively for maximum of 2 hours from 7:00 ~ 23:00 (7AM ~11PM). Details about the reservation method is posted close to the door.

#### **[Multi-purpose room]**

1. The multi-purpose room is for RAs, FLs and Residence Center staff members only. Not available for other residents.

#### **[Other]**

1. Residents who used the any of the Shared Spaces facilities must clean after themselves and dispose of trash in an appropriate manner. The Dorm Manager will regularly clean and dispose of trash.
2. Residents shall let the Dorm Manager know if anything is broken in any of the Shared Spaces facilities.
3. Residents shall let the Dorm Manager know if unpleasant odor is coming from any of the Shared Space facilities.

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

1. Yukoryo is a non-smoking dorm. Residents are not allowed to smoke in their private rooms, in any of the Shared Spaces as well as outside the building.
2. Underage smoking (less than 20 years of age) is prohibited by law.

### **21. Drinking**

Underage drinking (less than 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 room/unit when they are not inside. KGU declines all responsibility in case of theft. Residents shall mind their personal items.
2. Residents shall be extremely careful when using the Residential Lounge and Residential Floor Kitchen Areas in order to prevent fires or accidents.
3. Periodic room checks and cleaning will be held by the dorm management company. The workers may enter the Shared Spaces and private rooms if deemed necessary. Residents will be notified the information posted on the bulletin board. Residents shall check the bulletin board constantly.
4. Residence Center staff members and Dorm Manager may be granted access to a resident private room without prior notice in the following cases: in case of disaster to confirm the safety of the resident, to inspect the emergency equipment, if the resident is presumed to be violating Yukoryo Rules and Regulations based on objective facts, or when it is deemed necessary based on managerial or educational purposes.

### **23. Open Flames**

1. Using candles, incense or anything with an open flame that could cause a fire is prohibited.
2. Using gas and electric stoves etc that could cause a fire is strictly prohibited. Only heated carpets and blankets are allowed.
3. Residents shall not cook with heating kitchen tools such as IH cooking heater/hot plates in their private rooms.
4. BBQ is not allowed unless it is an event held by RA or Residence Center. Privately held BBQ is prohibited. Lighting fireworks is strictly prohibited.

### **24. Moving-out**

1. Residents planning to move out of Yukoryo must notify Residence Center at least one month prior to the scheduled moving-out date and turn in a "Notification of Leaving" online form.

URL: <https://form.jotform.com/KwanseiGakuin/NotificationofLeaving>



2. Failure to turn in the (1) "Notification of Leaving" at the appropriate time will result in resident being charged as a continuing resident.
3. Before moving-out of the dorm, residents shall clean their private room and bring it back to its original state. Residents will be billed (min 5,000 JPY) for any insufficient cleaning, damaged/missing items or leftover items that require special disposal.
4. Before moving-out of the dorm, the Dorm Manager will do a full room check to confirm any damaged or missing property, or to see if there are any forgotten items.
5. Residents shall return their ID card to the Dorm Manager upon moving-out.

## 25. Other Important Information

1. Making loud noise which results in troubling other residents is prohibited in the dorm. Residents must remember to lower their voice especially after 21:00 (9PM) for neighbors and other residents. If there is an activity that resulted in a noise trouble, the activity will be prohibited immediately.
2. Residents who have caused any damage or destruction of dorm facilities or property will be held liable.
3. Drugs and medications are not available in the dorm. Residents shall obtain their own medication by seeing a doctor, etc.
4. Presence of narcotics/drugs such as marijuana or stimulants, as well as guns/swords is strictly prohibited. This will result in minimum of 5 years imprisonment. If found, it will result in immediate expelling.
5. According to the “Kwansei Gakuin Regulations on the Prevention of Harassment”, any kind of harassment or racist behavior is prohibited. More details about the policy can be found on the Kwansei Gakuin Harassment Prevention and Support Center.  
URL: <https://ef.kwansei.ac.jp/efforts/harassment>
6. Missionary activities and political activities are prohibited in the dorm.
7. Participants or person of violent organization is prohibited from entering the dorms.
8. Residents may not move chairs and other furnishings in the Shared Space. Also, moving furniture installed in the Shared Space to your private rooms is prohibited.
9. Drinking under the age of 20 years old and other prohibited behavior in the Japanese law, Nishinomiya city regulations and Shared rules is strictly prohibited.
10. Feeding the animals such as wild cats living in the area is prohibited.
11. Access to the Residence by car is not allowed. Residents may only carry in luggage by notifying the Dorm Manager in advance.
12. Residents who own a bicycle shall notify the Dorm Manager and park it in the designated area. Bicycles without such registration will be discarded without notifying the owner. Residents shall take care of their bicycle upon moving-out (e.g. giving it to someone, dispose of it as large trash, etc.)
13. KGU declines all responsibility in case of theft. Residents shall mind their personal items.
14. Residents shall not receive food deliveries after 21:00 (9PM).



## 26. Degree Seeking Int'l Students•RA: Additional Important Information

1. Degree Seeking International Students shall purchase the Fire Insurance as instructed. Residents shall make sure to pay their bills by the due date.
2. There are beds in the private rooms but beddings are not provided. Residents who are interested in leasing futon can pre-order. It is strictly prohibited to use the bed without bedding.
3. Residents who own a motorbike (50cc max) shall notify the Dorm Manager and park in the designated area. Residents shall take care of their motorcycle upon moving-out. Any undeclared motorbike will be taken away without the permission of the owner.
4. Residents must take the KGU Medical Examination every year.

## 27. Dorm Manager's Office

The Dorm Manager is available from 9:00 (9 AM) to 18:00 (6 PM).

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