

In case Enacted and enforced on February 26, 2018

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This guidance is an important matter that you have to protect in your life so that everyone in your residence can stay comfortably. You have to be sure to carefully read the contents and observe the rules.

**<What is International Student Dormitory System Unit?>**

"Teikyo University international student dormitory Utsunomiya" is aimed at cultivating intercultural exchange while students from various countries live together, with the aim of cultivating international nature and offering lounges, kitchens, water bathroom (toilets, bathroom) etc. It is a share type international student dormitory. You have to comply with the rules and regulations of the university including laws and regulations of Japan and various regulations of the university and endeavor to cooperate and live with care while paying attention to other residents.

**Teikyo University international student dormitory Utsunomiya outline**

1. Location Toyotodai 1 - 2 Utsunomiya City, Tochigi Prefecture 320 - 8551
2. Building Outline Reinforced Concrete 4 stories above ground (accommodating up to 200 people) Male exclusive section: 1st floor unit and 2nd and 3rd floor Ladies-only section: 4th floor
3. Common facilities 1st floor: lounge · community kitchen · coin laundry · multipurpose hall · music studio · Japanese room · home delivery box · vending machine corner 2nd - 4th floor: community kitchen / laundry
4. Unit capacity: 4 people Shared area: living room / lavatory / dressing room / bathroom / toilet / closet / storage box / lower feet holder Individual room: Western-style room 8.4 m<sup>2</sup> (5.5 mat) · closet · air conditioner · bed · desk · chair
5. Internet Wi-Fi Fully equipped \*\* There are usage restrictions

**Dormitory conditions · Dormitory period**

- 1) A person who can enter the dormitory shall satisfy all of the following ① to ③.

- ① Teikyo University undergraduates, graduate students, foreign students, others who are recognized by the University.
  - ② He who pledged to not smoke.
  - ③ Person who pledged to observe dormitory law, dormitory usage guidelines and other rules.
- 2) In principle, the admission period is two years. However, only those who have entered the dormitory from March to October 2018, will be within the regular course of study (the number of years to graduate without retirement).
  - 3) When schooling is lost in our university, such as withdrawal / removal, we will be withdrawn.
  - 4) When leaving school, you will be withdrawn.
  - 5) If we allow special permits, the dormitory period may be extended.

#### **Dormitory fee / dormitory fee**

- 1) The admission fee will be 30,000 yen (tax included) (collected only at the dormitory).
- 2) The dormitory fee will be 36,000 yen per month (tax included) (including facility management fee, utility water fee, internet connection fee).
- 3) You have to note that you cannot refund the paid admission fee, including the case of withdrawing from dormitory.
- 4) The dorm fee for the withdrawal month will be fully incurred regardless of the leave date.
- 5) The paid dorm fee after the month following the withdrawal month will be refunded to the account applied by the student. In addition, transfer fee and overseas remittance fee for return will be borne by the residents.

#### **Payment of admission fee / dorm fee**

- 1) For those who are permitted to enter the dormitory, You have to pay the entrance fee and the first dormitory fee by the deadline stipulated in the application guidelines, You have to transfer to a fixed account.
- 2) The payment of dormitory fee is two ways, monthly payment or half year payment. You have to specify payment method when applying for admission. Yes.
- 3) Monthly payment will be withdrawn from the bank account applied by the student, and a monthly fee of 350 yen will be required. However, until the completion of the procedure, it will be transferred to the account designated by our university.
- 4) Semi-annual payment to the account designated by our university by the deadline (previous term: 4/1 to

4/30 late: 10/1 to 10/31) It becomes a transfer. The transfer fee is borne by the residents.

5) The payment method can be changed at the time of payment in April or October. You have to inform the management office 3 months before the month you wish to change.

## **1. Points to remember about facility use**

### **1-1. Usage time**

**Management room reception** : *AM 8:00 ~ PM 9:00*

You have to make various applications and contacts within the time shown on the left except in case of emergency. If it is urgent outside the reception hours and you can not contact the management office, You have to contact (028-627-7119).

**Lounge Community kitchen Coin laundry**: *AM 5:00 ~ AM 0:00*

Use of early morning (AM 7:00 before) / night (after 9:00 PM) will cause noise, so You have to be careful when using it.

**Multipurpose Hall Music Studio Japanese Style** : *AM 8:00 ~ PM 9:00*

The permission is required for use (in order of arrival). You have to apply to the management office and get permission. (If the University or the management office approves, the use time can be extended)

**Opening gate / Closing gate** : *AM 5:00 / AM 0:00*

You have to go to the management office and obtain permission before going off the gate in advance. In addition, it is accepted only when returning home and departure time of bus, train, airplane etc. is early in the morning.

### **1-2. Common**

1) You have to keep in mind that the common parts are kept clean at all times and that each one can be used comfortably.

2) You have to use the facilities and facilities of the common part exclusively for a long time so as not to disturb the use of other dormitory students. If you need facilities in advance, You have to use according to the rules.

3) You have to use the foot-foot prohibited area according to the rules. Also, within the dormitory, we prohibit the use of footwear, such as spikes, wooden sandals and getas, which are liable to hurt the floor, and dirt such as mud that is terrible.

4) A section designated for male or female only is prohibited from entering the opposite sex. However,

excluding visits based on legitimate reasons such as observation, cleanup, inspection, and moving out of dormitories for entrance or exit from the university or those designated by the management office.

5) Do not place communal items and personal items in the unit in the corridor.

### **1-3. Community kitchen**

1) You have to leave tableware etc after use, You have to clean and wipe, You have to manage the dishes etc of your own in your own private room.

2) Cooking utensils such as pots, frying pans, microwave ovens, toasters, etc. are prepared so that other dormitories can use it after cooking, You have to quickly transfer the dish to another container, You have to clean it and wipe it back to the prescribed place.

3) After rice cooking, transfer the rice from the rice cooker to another container, wash the inner pot, upper lid etc and keep it in a predetermined place and keep it (In addition, please do not leave rice in rice cooker or rice cooker using timer function.)

4) You have to flush substances (including food leftovers etc) that may cause clogging in the community kitchen. Contrary to this paragraph, the cost of repair in case of causing clogging will be borne by the dormitory student.

5) If the use of the kitchen is inappropriate, use of the kitchen on that floor may be prohibited for a certain period. Please wash and dispose of garbage properly as it disturbs and troubles all dormitory students on the same floor.

### **1-4. Lounge · multipurpose hall · music studio · Japanese style room**

1) Multipurpose Hall / Music Studio / Japanese Style can not be used except for dormitory students. However, it is possible to use organizers, stakeholders, participants in events, classrooms, seminars, etc organized by our university or management office.

2) To implement the event, You have to apply in advance to the management office and get permission.

3) When carrying out the event, You have to notify other dormitories on the bulletin board by themselves, so that other dormitory students will not be troubled.

### **1-5. Shared toilet**

You have to flush substances (including food leftovers etc) that may cause clogging in the shared toilet. Contrary to this paragraph, the cost of repair in case of causing clogging will be borne by the dormitory

student.

#### **1-6. Guest Room**

Guest rooms cannot be used except for those invited by the university.

#### **1-7. Laundromat**

- 1) The use of a coin launderette is charged (coin type). Washing machine 35 minutes / 100 yen Dryer 40 minutes / 100 yen. We do not have currency exchange machines. In addition, you cannot exchange money in the administration room, so please prepare your own money.
- 2) Leaving laundry or dry clothes is a hindrance to the use of other dormitories, so You have to remove them promptly after washing and drying. Clothes left unattended may move.
- 3) The use of putting clothes exceeding the permissible weight of washing machine (5 kg), dryer (4 kg) will cause malfunction, so you have to use according to allowable weight.
- 4) Washing machine, dryer follow the usage, you have to You have to use for washing, drying except clothing.
- 5) Clean the dryer filter every time it is used. If filter clogging occurs, it cannot be dissipated and cause malfunction.

#### **1-8. Bicycle / motorcycle**

- 1) Only one baby or bike is allowed per person. If you wish to park your bicycle, please apply to the Administration Office and obtain permission. A registration sticker will be issued when you are approved, so please stick it on your bicycle or motorcycle and park at a designated place. Also, be sure to lock the keys yourself
- 2) Bicycles / motorbikes parked in places designated by the university without permission under the preceding paragraph, bicycles / bikes parked outside the bicycle parking lot of our university may be dispose of d of or moved at the discretion of our university or management office.
- 3) Be sure to remove the registration sticker and dispose of bicycles / motorcycles that are no longer needed, with their own responsibility after offering to the management office.

#### **1-9. Cars**

- 1) You can not bring in a car from the residence (the student parking lot becomes a space for car school

students).

2) When a visitor visits by car, You have to apply in advance to the management room and receive a parking permission. You have to park at the place designated by our university. (If you discover a car parked without permission on the road or parking lot on our premises we may notify related organizations.)

#### **1-10. Outdoor / balcony**

1) BBQ · fireworks · candles · burners · hand-held cooking utensils, etc (Cassette stove etc.). Any fire use and dangerous acts It is prohibited.

2) Acts of eating and drinking, making noise, and acts of annoyance to neighboring residents are prohibited.

#### **1-11. Unit (shared section)**

1) Be sure to take off your shoes when entering the unit, You have to keep the shoes in the shoes box. If soil foot stains are found, we will charge the dormitory students for actual expenses of cleaning or repair costs. In addition, if the dormitory student is unknown, we will request an amount equal to the actual expense for all the unit members concerned.

2) The refrigerator installed in the unit is shared. You have to use it in consideration of unit members. You have to You have to use the thing of other unit member arbitrarily without permission. You have to pay attention to the expiration date and expiration date carefully so that there is no corruption of food. Foods that have passed the deadlines or foods for which the owner is unknown may be disposed of without obtaining the consent of the owner.

3) You have to unplug the refrigerator in case of long-term absence (long vacation etc). It may cause mold..

4) Use the bathroom and washroom in consideration of the time of use and the time of one use so as not to disturb other unit members. Washing utensils and dishes in bathrooms and washrooms is prohibited.Y5) You have to clean the common area of the unit with all unit members and keep it clean.

6) You have to use electric appliances to protect electric capacity. It is strictly prohibited to ignite such as connecting multiple electric devices to one outlet using extension cord.

7) It is not possible to retract the TV, telephone, wired LAN etc into the shared section.

8) It is forbidden to let other units' dormitories enter their own unit.

9) If there is a justifiable reason such as safety confirmation, the office of the management office or the university may enter the unit without permission from the members in the unit.

10) Do not use cardboard box as a trash can. Also, discard unnecessary cardboard box immediately.

### **1-12. Unit (private room)**

- 1) You have to adhere to the notes on daily living which were explained at the time of admission.
- 2) If dirt or damage due to soil foot is found in the private room, we will charge the dormitory student for actual cleaning expenses.
- 3) Daily maintenance · Easy repair · Replacement of the tube etc, You have to be done by the student at their own burden.
- 4) Clean the air conditioner filter once a month according to the instruction manual. Expenses such as repair and replacement caused by failing to regularly clean the filters will be borne by the dormitory student.
- 5) You have to use the outlet for air conditioner for other electrical equipment except the air conditioner.
- 6) You have to You have to put garbage or personal items on the balcony.
- 7) Since the balcony is an evacuation route, you can not install items that block the passage or fixed type furniture (such as a stick rod).
- 8) There is a limit on the safety loading force of the inner floor in a private room, so it is not possible to bring heavy objects exceeding 50 kg in general, such as safes and large machines.
- 9) Cooking in a private room is strictly prohibited.
- 10) There is a key in each private room. When you leave your private room, You have to be sure to lock it even for a short time.
- 11) You have to use electric appliances by protecting electric capacity (10 A single room). It is strictly prohibited to ignite such as connecting multiple electric devices to one outlet using extension cord.
- 12) It is not possible to retract the TV, telephone, wired LAN etc to each individual room.
- 13) The act of annoying other residents and neighboring residents is prohibited.
- 14) Private room is for 1 person per room. In addition, we You have to approve any changes to the private room at the request of the residence.
- 15) When we deem it necessary, we may order change of private room.
- 16) It is prohibited to enter a dormitory of another unit in his / her private room.
- 17) If there is a justifiable reason such as safety confirmation, the management office or the staff of the university may enter the private room without obtaining permission from the dormitory.

## **2. Equipment / Fixtures**

### **2-1. Common**

- 1) In case of damage, or contamination of furniture, electrical appliances, equipment, furniture etc. in a shared facility or unit (hereinafter referred to as "furniture, etc.") by willful or negligent, contact the management office promptly. The expenses incurred for repairing and replacing them will be borne by the residents. When the dormitory student is unknown, expenditure from the total administrative expenses shall be paid in the case of furniture etc. in the shared facility, and in the case of furniture etc. in the unit (shared section), it shall be borne by all unit members of the unit, In the case of furniture etc. in the room (private room), it shall be borne by the dormitory student. In addition, if there is a shortage of administrative expenses, the university may raise the dormitory fee.
- 2) It is prohibited to innovate, modify inside the unit, modify the inside of the unit, paste posters etc except the designated place.
- 3) You have to use Duct Tapes (Gum tapes), push pins, nails, etc. and hooks etc. on common facilities and walls and equipment inside the unit.
- 4) You have to take out or use the shared facilities or equipments inside the unit.

### **2-2. Card key**

- 1) The rental of card keys is 1 per room.
- 2) Pay close attention to the management of the card key, You have to You have to copy or lend it to others. In case you lose it, You have to be sure to notify the police and promptly notify the administration office.
- 3) Exchange / reissue fee when the card key is lost or damaged becomes self-responsible and may not be reissued on the same day.

### **2-3. Internet**

- 1) Wifi can be used inside the dormitory. However, acts that affect Internet transfer speed such as file sharing software, permanently connected software, etc. are prohibited. Also, You have to manage security measures etc. by yourself.
- 2) You have to tell Wifi ID / password to anyone except the residents.
- 3) To maintain a comfortable Internet environment, You have to refrain from unnecessary communication.



When the usage fee is exceeded depending on the usage situation, we may change the dormitory expenses.

4) Internet connection is possible only for Internet browsing, mail transmission, etc. Absolutely You have to  
You have to connect with high load such as watching movies or using Internet games.

#### **2-4. Watching TV**

When watching the TV in the community kitchen, You have to watch while taking time and volume etc into consideration so as not to disturb other residents.

### **3. Living Precautions**

#### **3-1. Handling of personal items**

- 1) You have to install, leave or use personal items on common facilities or units (shared area).
- 2) Private items that are installed and left in common facilities or units (shared area) may be disposed of or moved according to the management office or our University's judgment.
- 3) Management office and our university are not responsible for any troubles such as lost, stolen, damaged property of personal property.

#### **3-2. Visitors**

- 1) Visitors are allowed to enter only when the dormitory permits.
- 2) The visiting time is from AM 8: 00 to PM 9: 00. They have to fill in the necessary information on the visiting registration of the management office when visiting.
- 3) Visitors can only enter the lounge on the 1st floor. Meeting with visitors should only be done on the 1st floor lounge. They cannot enter other places except the 1st floor lounge.

#### **3-3. Outside stay**

- 1) In case of overnight stay, you surely have to fill out the overnight stay report from 1 night and apply to the management office in advance,. If you have to apply without consultation for more than 5 consecutive days, you may consider that you can leave the dormitory and dispose of personal items in the dormitory. We will charge the cost of disposal to the dormitory.
- 2) The dorm fee will be charged even during absence. There is no discount and return.

### **3-4. Prevention of noise**

It is forbidden to make noise that would cause annoyance to the residents or neighborhood residents. Especially, you have to avoid a loud conversation using a mobile phone, or using a TV, radio or audio player with loud volume. You have to pay special attention at night (PM 9: 00 onwards).

### **3-5. Attention of disaster prevention**

- 1) Fire handling and usage in the dormitory is prohibited.
- 2) In order to prevent disasters and excess capacity, it is prohibited to bring in and use electric stove, kerosene stove, etc. that could catch fire, or those that generate heat such as microwave oven, hot plate, electric pot, hair dryer, electric heater, etc. You use a microwave oven, an electric kettle, and a hair dryer that are installed in the dorm beforehand.)

### **3-6. Treatment of electricity and water supply**

You have to try to save electricity and save water. When the usage fee is exceeded due to the usage situation, we may raise the dormitory expenses of residents .

### **3-7. Throwing garbage and sorting**

- 1) Please dispose of garbage (burnable garbage, non-burnable garbage, recyclable garbage, etc.) at the garbage station on the first floor of the student dormitory.
- 2) Please separate and discard garbage as indicated on the trash station box. (If the sorting method is bad, it will not be collected.)
- 3) You have to dispose of garbage from the unit of private section by yourself and you have to prepare each garbage bag to use. You also have to dispose of garbage in common units together by all of the relevant unit members to throw away them in the dust boxes of the shared facilities.

### **3-8. Hygiene management**

- 1) In case of occurring vomiting due to poor physical condition or symptoms of infectious diseases including influenza etc, you have to report to the management office immediately in order to prevent the spread of infection. Also, you surely have to take regular medical check-ups at our university.
- 2) It is prohibited to keep any pets (dogs, cats, birds, all animals, fish etc) in the dormitory.

### **3-9. Prohibition of smoking**

Smoking is prohibited in the dormitory and the site while you are a resident.

### **3-10. Handling of mail items and home delivery items**

1) You have to take out mail and home delivery promptly.

2) 2) In principle, the Administration Office does not accept mails or courier services that require identification. Be sure to respond by yourself (we do not do any transfer, etc.). However, only in cases where it is difficult to receive the person due to reasons such as not being able to enter the courier box or lack of communication means, the mail and courier will be temporarily stored in the administration room. Neither the administrator nor OIST has any responsibility for lost or damaged mail / courier service.

### **3-11. Prohibition of drinking**

Drinking alcohol in the dormitory and the site is not permitted.

### **3-12. Securing emergency exit**

You must not place luggage near the emergency exit so as not to hinder evacuation in emergency. Moreover, entry and exit from the emergency exit is prohibited except in emergency such as disaster occurrence.

### **3-13. Other prohibited items**

Commercial acts such as monetary gambling, sales / customer solicitation, solicitation for political / religious activities, and other similar acts are prohibited.

### **3-14. Notice posting**

If there is any communication or announcement from the university or the administration room, it will be posted on the bulletin board beside the reception desk of the administration room and the elevator on each floor. Be sure to check when there is a notice.

## **4. Other**

### **4-1. Part-timer**

If you want to do part-time jobs, you have to submit a part-time job report to the management office in

advance. You have to keep the curfew at part-time job.

#### **4-2. Events for all residents**

You surely have to participate in events covering all the residents (welcome party, seasonal event, disaster evacuation drills etc.).

#### **4-3. Application for leave of residence**

- 1) Those who wish to leave the dormitory should submit moving out of a dormitory notification to the management office. In principle, you can only apply it for dormitory once.
- 2) You have to apply for the notification to leave a dormitory by 1 month before the due date of withdrawal.
- 3) Before leaving the dormitory, you have to clean the inside of the private room, arrange the furniture and fixtures, and be sure to receive the check of the manager when leaving the dormitory. Inspection shall be between AM 9: 00 ~ PM 5: 00 excluding the year-end and new year days.
- 4) There is a new entry of the residence in early April. If you are leaving the dormitory in March, you have to leave before the day after the graduation ceremony (around March 20th).
- 5) When damages and contaminations due to deliberate or negligence are confirmed in the private room at the time of administrator's inspection, the cost of repair / replacement will be borne by the residents.
- 6) If you leave a dormitory (return home etc.) without applying for leaving, we have to request the disposal fee of the dormitory from the management office and report it to your parents, dispatching university or Japanese language school etc.

#### **4-4. Various procedures**

Various procedures at the time of dormitory entry and withdrawal, including notifying transference and moving out, subscription and withdrawal of national health insurance, application of national pension and exemption, contract and cancellation of mobile phone etc, establishment / cancellation of bank account etc If you need it, you have to do the procedure by yourself as soon as possible.

#### **4-5. Submission of the written apology**

- 1) If you violate any of the rules, regulations, or dormitory guidance, you may be required to submit a written apology.

2) Those who submit written apologies a few times may be ordered to leave the dormitory.

#### **4-6. Forced leaving dormitory**

In the case of the following reasons for the dormitory students, we may order the dormitory to leave.

- 1) In a case where a private room is sub-leased to another person
- 2) When you let others enter and stay without permission
- 3) When it turns out to be smoking
- 4) When causing serious inconveniences to other dormitories and neighboring residents
- 5) When causing a serious hindrance to the maintenance and management of the dormitory
- 6) In case of delinquent payment of dormitory fees totaling 3 times or more
- 7) If there are acts that violate this rule or actions that have social common senses
- 8) In case of committing Japanese law, etc.
- 9) In addition, when judging that it is necessary to leave the university

**This rule is subject to change due to circumstances.**