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## **Keio University Terms and Conditions of Use of Student Accommodation**

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**December 6, 2016**

**November 10, 2017**

**April 1, 2018**

**December 10, 2018**

### **Applicability of Terms and Conditions**

#### **Article 1**

These terms and conditions shall be specified for matters concerning the use of the accommodation arranged by Keio University (hereafter "the University") for international students, and in the case of any matter arising that is not provided for by these terms and conditions, the matter shall be resolved through consultation in good faith and in accordance with laws and regulations or generally established traditions.

#### **Cleaning and Maintenance Fee (Non-Refundable)**

#### **Article 2**

- (1) A person who has received permission to move in (through the announcement of assigned accommodation) must pay a cleaning and maintenance fee (non-refundable) within a prescribed period of time by a method designated by the University.
- (2) A student who has received permission to move in may have this permission rescinded if he/she neglects without good cause to follow the procedure specified in the preceding paragraph, or if it is discovered that he/she has used false information in the required documents.

#### **Period of Residence**

#### **Article 3**

The period of residence shall be limited to one academic year, and in principle this period may not be extended. However, exceptions may be made in the case of Resident Assistants.

#### **Moving In Procedure**

#### **Article 4**

- (1) The resident shall select his/her move-in day from a period designated by the University. Move-in day and check-in time shall be weekdays from 9:00 a.m. to 6:00 p.m., except for weekdays during the period at the end of the year and beginning of the new year, or weekdays that are national holidays.
- (2) When the resident has decided his/her move-in day and check-in time, this must be notified by using the prescribed website form.
- (3) In the case that, for unavoidable reasons, the date of the registered move-in day requires changing, the resident must immediately contact the office in charge. Moreover, changes to this date shall only be accepted up to ten days in advance of the scheduled move-in day. If changes are made less than ten days in advance of the scheduled move-in day, rent shall be calculated from the date of the originally registered move-in day. However, when the move-in day is to be earlier than the originally registered move-in day, rent shall be calculated from the date of the actual move-in day.

- (4) At the time of moving in, in principle the new resident and the caretaker of the accommodation shall together check the condition of the room of the new resident and create a mutually agreed list of equipment and fixtures, which both shall sign.

## **Rent**

### **Article 5**

- (1) The amount of rent shall be the "Resident's Subsidized Rent" as specified in Appendix 1.
- (2) The amount of rent may be subject to change. In the case that the amount of rent is to be altered, the resident shall be notified at least three months in advance of the month in which the alteration is to occur.
- (3) The resident must pay rent on the set day of each month by the method designated by each accommodation.
- (4) In the case of the period of residence being less than a full month, rent for one month shall be charged. In the case that the period of residence exceeds one month and the move-in day or move-out day is part way through a month, the rent for the move-in month/move-out month shall be calculated using the "Rent by Daily Rate" as specified in Appendix 2.
- (5) A resident who has failed to pay rent for more than two months must move out.
- (6) In principle, once rent has been paid it shall not be returned.

## **Resident's Responsibility for Other Expenses**

### **Article 6**

The resident's responsibility for other expenses shall be as follows:

- 1 Utilities expenses for the resident's room and meal expenses, for which the resident carries the responsibility as specified in Appendix 3
- 2 Sundry expenses related to daily use in the resident's room
- 3 Replacement or repair expenses as a result of loss of, or damage to, equipment and fixtures in the resident's room
- 4 Any other replacement or repair expenses in the case of damage to, or faults occurring in, the accommodation's facilities, equipment or fixtures as a result of the resident's intentional or accidental actions

## **Moving Out**

### **Article 7**

- (1) A resident must submit the prescribed "Notice of Moving Out" to the office in charge at least one month in advance of the proposed move-out day. If the resident does not submit the "Notice of Moving Out" one month before the day of departure from the dormitory, the resident will be charged for one month's rent calculated from the date the "Notice of Moving Out" is submitted.
- (2) Move-out day shall be a weekday, except for weekdays during the period at the end of the year and beginning of the new year, or weekdays which are national holidays. The time of moving out shall be during the dormitory manager's office hours.
- (3) At the time of moving out, in principle a room check shall be carried out by the caretaker against the list of equipment and fixtures, created on the move-in day. In the case of problems or damage other than as a result of normal wear and tear, the resident must pay any replacement or repair expenses.

## **Prohibited Activities**

### **Article 8**

- (1) The resident must not change or add to the basic facilities within the accommodation.
- (2) The resident must not use his/her room for any other purpose than for residing.
- (3) The resident must not sublease his/her room to a third party.
- (4) The resident must not bring dangerous items into the accommodation.
- (5) It is forbidden for the resident to cause trouble or nuisance, such as through excessive noise, to people in the area neighboring the accommodation, or to keep animals of any type at the accommodation.

## **Compulsory Moving Out**

### **Article 9**

The University may order a resident who meets any of the following descriptions to move out:

- (1) A person deemed to have breached the University Regulations or these terms and conditions, disrupted the peace and order of the accommodation, or engaged in behavior inappropriate for a resident
- (2) A person who is no longer a student at the University

- (3) A person deemed to be unfit to live in an accommodation complex with others on the grounds of health reasons
- (4) A person who has not paid rent for more than two months
- (5) A person deemed to be unfit to live at the accommodation for any other reason

### **Compensation for Damage**

#### **Article 10**

In the case of the resident or a guest of the resident causing damage to the accommodation, either intentionally or accidentally, then the resident must immediately notify the office in charge, and compensate for the damage. In addition, in the case of the resident or a guest of the resident causing a person living in the area neighboring the accommodation, or any other third party connected to the accommodation, to incur damages, the resident must compensate for the damage.

### **Provision of Personal Information**

#### **Article 11**

In some cases, the University may disclose personal information to an accommodation caretaker for the purpose of the smooth and safe management and operation of matters pertaining to the lives of people connected to the accommodation and the University, as there may be times when a person who has responsibility as a caretaker may request certain personal information from the University, and the university shall provide it if deemed necessary.

### **Accommodation for Non-Residents**

#### **Article 12**

It is forbidden for non-residents to stay at the accommodation. However, exceptions may be made in emergencies or in the case of a guest room being used.

### **Observance of the Accommodation's Regulations of Use**

#### **Article 13**

In the case that regulations of use specific to a particular accommodation are established, a resident must obey his/her accommodation's regulations of use in addition to these terms and conditions.

Supplementary Provisions (December 10, 2018)

These terms and conditions shall come into effect on April 1, 2019.

## Appendix 1 Terms and Conditions of Use of Student Accommodation

### Article 5: Student Accommodation Rent

Type	Accommodation Name	Type of Room	Number of Rooms	Capacity of one room	Resident Capacity (person)	Normal Rent (Monthly)	Resident's Subsidized Rent (Monthly)	Cleaning and Maintenance Fee (Non-refundable)
University Property	Shimoda Student Village (Intl.Stud.)	Single	148	1	148		¥63,500	¥20,000
Rented by the University	Plume IS	Single	50	1	50	¥97,400	¥68,300	¥20,000
	Omori Student Dormitory	Single	50	1	50	¥97,130	¥68,000	¥20,000
	Tsunashima Student Dormitory	Single	50	1	50	¥111,000	¥78,000	¥20,000
	Motosumiyoshi Residence	Single	46	1	46	¥91,150	¥64,000	¥20,000
	Okurayama Dormitory	Single	76	1	76	¥78,000	¥55,000	¥20,000
	Hiyoshi International Dormitory	Unit Type	100	4 ( per unit)	100	¥102,400	¥72,000	¥20,000
	Tsunashima SST International Dormitory	Single	82	1	82	¥108,688	¥78,400	¥20,000
	Motosumiyoshi International Dormitory	Single	60	1	60	¥103,560	¥75,700	¥20,000

\*Students of some programs cannot choose the accommodation or the type of room.

## Appendix 2-1 Terms and Conditions of Use of Student Accommodation

### Article 5: Rent by Daily Rate (all figures in JPY)

Move-In Day (of month)	Shimoda Student Village	Plume IS	Omori Student Dormitory	Tsunashima Student Dormitory	Motosumiyoshi Residence	Move-Out Day (of month)
30・31	2,200	2,300	2,300	2,600	2,200	1
29	4,400	4,600	4,600	5,200	4,400	2
28	6,600	6,900	6,900	7,800	6,600	3
27	8,800	9,200	9,200	10,400	8,800	4
26	11,000	11,500	11,500	13,000	11,000	5
25	13,200	13,800	13,800	15,600	13,200	6
24	15,400	16,100	16,100	18,200	15,400	7
23	17,600	18,400	18,400	20,800	17,600	8
22	19,800	20,700	20,700	23,400	19,800	9
21	22,000	23,000	23,000	26,000	22,000	10
20	24,200	25,300	25,300	28,600	24,200	11
19	26,400	27,600	27,600	31,200	26,400	12
18	28,600	29,900	29,900	33,800	28,600	13
17	30,800	32,200	32,200	36,400	30,800	14
16	33,000	34,500	34,500	39,000	33,000	15
15	35,200	36,800	36,800	41,600	35,200	16
14	37,400	39,100	39,100	44,200	37,400	17
13	39,600	41,400	41,400	46,800	39,600	18
12	41,800	43,700	43,700	49,400	41,800	19
11	44,000	46,000	46,000	52,000	44,000	20
10	46,200	48,300	48,300	54,600	46,200	21
9	48,400	50,600	50,600	57,200	48,400	22
8	50,600	52,900	52,900	59,800	50,600	23
7	52,800	55,200	55,200	62,400	52,800	24
6	55,000	57,500	57,500	65,000	55,000	25
5	57,200	59,800	59,800	67,600	57,200	26
4	59,400	62,100	62,100	70,200	59,400	27
3	61,600	64,400	64,400	72,800	61,600	28
2	62,600	66,700	66,700	75,400	62,600	29
1	63,500	68,300	68,000	78,000	64,000	30・31

- Daily rate calculated from the resident's subsidized rent and by setting one month as 30 days. (Rate then rounded up to the nearest 100 JPY).
- All rent for periods less than a full month shall be calculated using the above table, even for February. If the resident moves out at the end of February, he/she will be charged a full month's rent.

## Appendix 2-2 Terms and Conditions of Use of Student Accommodation

### Article 5: Rent by Daily Rate (all figures in JPY)

Move-In Day (of month)	Okurayama Dormitory	Hiyoshi International Dormitory	Tsunashima SST International Dormitory	Motosumiyoshi International Dormitory	Move-Out Day (of month)
30・31	1,900	2,400	2,700	2,600	1
29	3,800	4,800	5,400	5,200	2
28	5,700	7,200	8,100	7,800	3
27	7,600	9,600	10,800	10,400	4
26	9,500	12,000	13,500	13,000	5
25	11,400	14,400	16,200	15,600	6
24	13,300	16,800	18,900	18,200	7
23	15,200	19,200	21,600	20,800	8
22	17,100	21,600	24,300	23,400	9
21	19,000	24,000	27,000	26,000	10
20	20,900	26,400	29,700	28,600	11
19	22,800	28,800	32,400	31,200	12
18	24,700	31,200	35,100	33,800	13
17	26,600	33,600	37,800	36,400	14
16	28,500	36,000	40,500	39,000	15
15	30,400	38,400	43,200	41,600	16
14	32,300	40,800	45,900	44,200	17
13	34,200	43,200	48,600	46,800	18
12	36,100	45,600	51,300	49,400	19
11	38,000	48,000	54,000	52,000	20
10	39,900	50,400	56,700	54,600	21
9	41,800	52,800	59,400	57,200	22
8	43,700	55,200	62,100	59,800	23
7	45,600	57,600	64,800	62,400	24
6	47,500	60,000	67,500	65,000	25
5	49,400	62,400	70,200	67,600	26
4	51,300	64,800	72,900	70,200	27
3	53,200	67,200	75,600	72,800	28
2	54,200	69,600	77,400	74,700	29
1	55,000	72,000	78,400	75,700	30・31

- Daily rate calculated from the resident's subsidized rent and by setting one month as 30 days. (Rate then rounded up to the nearest 100 JPY).
- All rent for periods less than a full month shall be calculated using the above table, even for February. If the resident moves out at the end of February, he/she will be charged a full month's rent.

**Appendix 3 Terms and Conditions of Use of Student Accommodation**  
**Article 6: Responsibility for Utilities and Meal Expenses**

Utilities/Meal Expense Accommodation Name	Electricity		Water		Telephone		Internet		Meals	
	Resident	University	Resident	University	Resident	University	Resident	University	Resident	University
Shimoda Student Village (Intl.Stud.)		○		○		○		○	/	/
Plume IS		○		○	Answer-only Telephone			○	/	/
Omori Student Dormitory		○		○	○			○	Included in Rent	/
Tsunashima Student Dormitory		○		○	/	/		○	Included in Rent	/
Motosumiyoshi Residence		○		○	/	/		○	/	/
Okurayama Dormitory		○		○	/	/		○	/	/
Hiyoshi International Dormitory		○		○	/	/		○	/	/
Tsunashima SST International Dormitory		○		○	/	/		○	/	/
Motosumiyoshi International Dormitory		○		○	/	/		○	Optional *	/

\* Meal tickets can be bought at the dormitory's cafeteria.

**In the case of utilities expenses that are far greater than normal, the resident may be charged separately.**