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February 28, 2014
July 4, 2014
November 28, 2014
September 1, 2015
November 16, 2015
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February 15, 2017
July 14, 2017
November 10, 2017

Keio University Student Accommodation
Rules and Regulations of the Dormitory
(SHIMODA STUDENT VILLAGE, PLUME IS)

Residents of university dormitories are requested and expected to observe the following regulations and to actively contribute to the maintenance and further development of a comfortable living environment for all.

These regulations may be subject to change. Please check the residence bulletin board from time to time for changes or updates.

1 Residences and addresses:

(1) University Dormitory:

SHIMODA STUDENT VILLAGE: 2-59-7, Hiyoshi-honcho, Kohoku-ku, Yokohama-shi, Kanagawa

(2) Dormitories where Keio University has signed a lease contract to rent all of the apartments as university apartments for the use of international students:

PLUME IS : 12-28 Yagami, Saiwai-ku, Kawasaki, Kanagawa

*Keio University partially subsidizes the rent for these dormitories.

2 Eligibility:

The dormitories are primarily intended for international students (including exchange program students), but Japanese resident assistants are also admitted under certain circumstances. These circumstances can only be approved by Keio University. The maximum number of residents per room is indicated in the “Terms and Conditions of Use of Student Accommodation”, and you are prohibited from exceeding the allowed capacity. Also, you must leave the residence if you lose your student status at Keio University.

3 Period of Residence:

In principle, the period of residence is stated in the “Terms and Conditions of Use of Student Accommodation”.

You must leave the residence if you lose your student status at Keio University, even if you are still within your period of residence. Residents who have previously lived in the dormitory for a period of six months may be allowed to apply again for residence in the Keio dormitory. In this case, the application must be done in the prescribed way during the designated open application period. Note that Keio University may not accept housing applications every semester.

4 Monthly Rent:

The monthly rent is stated in the “Terms and Conditions of Use of Student Accommodation”.

If the resident’s consumption of water, gas, and electricity significantly exceeds a certain amount, Keio University may ask them to pay additional fees.

5 Cleaning and Maintenance Fee (Non-Refundable):

The cleaning and maintenance fee (non-refundable) is stated in the “Terms and Conditions of Use of Student Accommodation”. Residents are requested to pay a cleaning and maintenance fee (non-refundable) on entrance. This is not returned when you move out.

Students staying more than one year must pay the cleaning and maintenance fee (non-refundable) every year.

6 Payment of Rent/ Cleaning and Maintenance Fee (Non-Refundable):

Pay your rent/ cleaning and maintenance fee (non-refundable) by automatic withdrawal (direct debit) from your bank account. The transaction takes place around the sixth day of each month. The bank fee is borne by Keio University.

7 Telephone:

< SHIMODA STUDENT VILLAGE >

Telephone bills are included in the rent. Internal phone calls to other rooms are free of charge. Dial zero (0) to get an outside line. Residents cannot make international calls from their room phone.

< PLUME IS >

Internal phone calls to other rooms are free of charge. There is a phone for incoming calls only in your room. Residents cannot receive collect calls.

8 Internet:

All rooms are furnished with an internet terminal. Use of the internet is free of charge. However, you must provide your own LAN cable. It is not permitted to change the Internet service provider or sign a contract with another provider. It is prohibited to use file exchange software or to download a large amount of data. It will cause network congestion and significantly reduce the Internet connection speeds on other computers.

<SHIMODA STUDENT VILLAGE>

In addition to the connection in your room, the internet is also available in the lounge and study room (wireless LAN).

9 Bedding and bed linen changes:

You can have two sets of bed linen (pillow case and bed sheets) cleaned each month. Follow the resident manager’s instructions on where and when you can return your used bed linen and receive fresh linen. Bedding (futon) will be completely replaced twice a year.

10 Garbage:

- In Japan, garbage must be separated according to type (burnable/unburnable/recyclable). Separate your garbage according to type, and take it to the designated areas by the designated time. Do not take out your garbage the evening

before the collection day. Consult with the resident manager about what to do with large-size garbage that do not fit in the garbage bin.

- If you do not follow the garbage disposal rules, you may be asked to leave the residence.

- Please get rid of the garbage that you create when moving in and out by yourself. A fee is charged for disposing of large items.
- For more detailed information on garbage disposal, ask the resident manager or the resident assistants.

11 Bulletin Board:

General announcements will be put up on the bulletin board in each dormitory.

SHIMODA STUDENT VILLAGE : in front of the vending machine on the third floor

PLUME IS : by the front door

If you want to post something on the bulletin board, ask the resident manager for permission.

12 Bicycles, Motorcycles, and Cars:

- If you have a bicycle and wish to park it in the designated parking area, get permission from the resident manager. Since there are only a limited number of spaces, you may have to wait until one becomes available.
- Park only one bicycle. Park your bicycle in the specified area only.
- Since there is no parking at Hiyoshi campus, do not use a bicycle when going to the campus. You must also keep in mind that parking your bicycle in front of Hiyoshi station (except for the space designated) is prohibited. If you wish to park your bicycle there, inquire at the station about the necessary procedure.
- Keio University and the resident manager will not accept responsibility for loss or destruction of student bicycles.
- Unregistered bicycles will be disposed of.
- Motorcycles and Cars are prohibited from parking on the premises.

13 Mail and Parcels:

<SHIMODA STUDENT VILLAGE>

Mail is delivered to the individual mailboxes situated in the “mail corner” in the entrance hall. Parcels will be delivered to the “mail corner” (common mailbox). Since the resident manager cannot accept parcels that do not fit in the mailbox or registered mail, you must call the post office for redelivery.

< PLUME IS >

Mail is delivered to the individual mailboxes situated in the “mail corner”. Registered mail and parcels may be kept in the resident manager’s office. If there is registered mail or a parcel for you to collect, a message will be left in your mailbox.

14 Television/Newspaper:

If you buy a television or subscribe to a newspaper, you must pay the monthly charges yourself. Please also make sure to unsubscribe and settle unpaid fees when moving out.

15 Common Areas:

<SHIMODA STUDENT VILLAGE>

(1) Kitchen/Lounge /Study room/Laundry room:

- The kitchen, lounge and laundry room can be used from 7 am to 10 pm.
Study room can be used from 8 am to 10 pm.
- Since these are common areas, be thoughtful of other residents.
- Try not to make too much noise when using the common areas so as not to disturb other residents.
- For the security of all residents, no personal belongings are permitted in the hallways, stairways, lobby, lounge, or public areas. Residents can keep their personal belongings only in the specified locker (by room number) in the kitchen. Keio University will not be held responsible for any loss or destruction of private belongings.
- **Visitors are prohibited from entering the kitchen and the lounge.**
- Submit a “Notification of Meeting/Party (prescribed form)” to the resident manager and the appropriate office on your campus at least one week before and get permission when you hold a meeting of more than twenty (20) people in the lounge. Also, inform other residents that you will hold a meeting in the lounge by posting a notice.
- If you want to hold a meeting in the study room or if you plan to have non-residents take part in the meeting, you must submit a “Notification of Meeting/Party (prescribed form)” to the resident manager and the appropriate office on your campus at least one week before and get permission. Please also inform other residents that you will hold a meeting in the study room by posting a notice.

(2)Using the Meeting Room:

- The room can be used between 8 am and 9:50 pm.
- If you want to use the meeting room, you must first borrow the key from the resident manager. When your meeting is finished and you leave the room, make sure to lock the room and return the key to the resident manager.
- If you plan to have non-residents take part in the meeting, submit a “Notification of Meeting/Party (prescribed form)” to the resident manager and the appropriate office on your campus, at least one week before the event, and get permission.
- If you want to use a projector, ask the resident manager.
- Try not to make too much noise when using the meeting room so as not to disturb other residents.

(3) Using the gym equipment in the facilities:

- The gym equipment in the facilities can only be used by members of the Keio Athletic Association.

<PLUME IS> Using of Lounges/ Lobby:

- If you want to hold a meeting/party over twenty (20) people in the lounge/ lobby or if you plan to have non-residents take part in the meeting, you must submit a “Notification of Meeting/Party (prescribed form)” to the appropriate office on your campus at least one week before and get permission. Also, inform other residents that you will hold a meeting in the lounge/ lobby by posting a notice.
- All meetings must end by 10 pm.
- Do not make excessive noise which may bother other residents and neighbors.
- The Lounge is available between 6 am - 10 pm, and it is locked between 10:30 pm and 5 am.

16 Visitors:

Visitors are only permitted in the areas specified below. Visitors must fill out the designated visitors' book. **Entry to individual rooms is not permitted. Visitors must leave the premises by 10 pm.**

SHIMODA STUDENT VILLAGE	: Entrance hall (3F), the meeting room (2F), the study room (4F) (A reservation must be made in advance).
PLUME IS	: 1st Floor Lounge

17 Overnight Visitors:

It is forbidden for non-residents to stay at the accommodation.

Keio University will take strict measures when a resident lets a third person stay in the room. You may be asked to leave the residence.

18 Temporary Leave:

Residents must notify the resident managers by submitting a “Notification of Temporary Leave (prescribed form)” if they intend to be away from the room for a period exceeding seven (7) days. An absence of seven days or more without notice is regarded as moving out and household goods and belongings may be removed.

19 Key/ Card key:

If you lose your key/ card key, notify the resident managers promptly. The resident must pay for the replacement key/ card key.

20 Smoking:

Smoking is strictly prohibited in the building other than in the designated smoking areas below. Please put cigarette butts in the ashtray.

SHIMODA STUDENT VILLAGE	: Lounge A7
PLUME IS	: There is an ashtray in front of the resident management office (outside).

21 Other Prohibitions, Precautions:

- Take off your shoes upon entering the building or room as indicated.
- Pets are not permitted under any circumstances.
- Residents may not make any changes, including remodeling, painting, changing wallpaper, inserting nails into walls, or moving furniture.
- **Open flame is prohibited in student rooms. (e.g. candles, firecrackers, gas/oil heaters, gas burners etc)**
- For the security of all residents, no personal belongings are permitted in the hallways, stairways, entrance hall, kitchen, lobby, lounge, or public areas. Keio University will not be held responsible for loss or destruction of private belongings.
- Utilities in public areas (chairs, sofas; etc.) may not be relocated without permission.
- Making copies of your key is prohibited.
- Your room number will be assigned by the Office of Student Services. Residents are not allowed to change rooms

without permission.

- Rooms should be maintained in clean and good condition.
- Furniture and equipment in the room should be maintained in good condition.
- Please purchase consumption articles such as toilet paper and replace light bulbs by yourself.

22 Resident Assistants:

Resident Assistants are support staff of Keio University, and live on each floor/ building. They shall help the resident manager if necessary, and support international students in their daily life, including planning some activities. They are selected from graduate/ undergraduate students at Keio University. Their tasks include the following:

- ① Helping the international students when moving in and out, and supporting the resident manager.
- ② Providing support to residents.
- ③ Planning, managing, and participating in international activities.
- ④ Submitting a monthly report to Keio University.

23 Moving out procedures:

(1) Registering “Moving Out Date”

- Residents who wish to move out are required to register their “Moving Out Date” on “Mypage” one month before they move out. In principle, “Moving Out Date” on “Mypage” can be registered only once and never be re-registered. Should you have any questions regarding the “Moving Out Date”, please kindly send an e-mail to the Keio Housing Coordinator (keio_dormitory_contact@info.keio.ac.jp) before submitting one. It is not possible to move out on Saturday, Sunday, or on public holidays. The New Year’s holiday is also not acceptable.

(2) Payment of rent

- You must settle your rent by 10 days before moving out.

① Rent for periods of residence less than a full month shall be calculated using the "Rent by Daily Rate" as specified in the Appendix 2 of “Keio University Terms and Conditions of Use of Student Accommodation”, if you register “Moving Out Date” one month before you move out.

Ex.) In the case of moving out on 15th of July

If you register “Moving Out Date” on 15th of June, the rent for July will be only for 15 days (from 1st to 15th of July).

② If you do not register “Moving Out Date” one month prior to the date you leave, you will be charged for a full month’s rent calculated from the date you register your moving out date.

Ex.) In the case of moving out on 15th of July

If you register “Moving Out Date” on 20th of June, the rent for July will be for 20 days (from 1st to 20th of July).

③ You have to pay one month rent and the cleaning and maintenance fee (non-refundable) if you decide to move out less than one month after moving in.

(3) Cleaning the room

- Prior to departure, you are expected to clean the room and return it to the state you found it in.

- You are personally responsible for the proper disposal of large-size garbage. As regulations vary by Ward or municipal office, you are expected to personally confirm proper disposal means for items such as bicycles, furniture, and

electrical appliances. Ask the resident manager how to dispose of large-size garbage. A fee is charged. If you do not dispose of large-size garbage, Keio University will demand that you pay for the disposal and report it to your home University/parents.

(4) Return of the room key/card key

- The resident manager will inspect the room before you leave and collect your key/card key.
- If the room is unusually dirty or damaged, the actual cost of restoring the room to its normal state may be charged.

(5) Cancelling your health insurance/mobile phone/television/newspaper contracts

- If you are going to leave Japan after moving out, cancel them well in advance.

24 Use of Facilities:

Any damage to the apartment building and facilities, regardless of intent, must be immediately reported to the resident manager. The resident responsible for the damage assumes legal responsibility for the cost of repair and/or replacement and/or cleaning.

25 Entry to Rooms:

Keio University and the resident manager have the right to enter residential rooms with permission of the resident for the purpose of security, fire prevention, emergencies, or maintenance of facilities. In extremely urgent circumstances, however, both Keio University and the resident manager reserve the right to enter student rooms without permission of the current resident. The resident will be later notified and receive an explanation of the circumstances.

26 Compulsory Eviction:

In the following cases, Keio University retains the right to immediately terminate an individual's housing contract and order the individual to immediately vacate the residential facility and its premises:

- ① the resident's behavior is a threat to the reasonable administration and maintenance of the apartment,
- ② the residents has not paid their rent for two (2) months,
- ③ the contractual resident has sublet the room to a third party,
- ④ the resident has let someone stay in his/her room without permission,
- ⑤ the resident's behavior seriously and negatively impacts other residents or neighbors,
- ⑥ the resident breaks these rules or engages in behavior deemed inappropriate by social standards
- ⑦ the resident violates Japanese laws and regulations
- ⑧ the resident violates stated University apartments regulations, or when Keio University deems such eviction to be necessary.

Keio University will take strict measures when a resident does not pay their rent by the deadline or lets a third person stay in the room without permission.

27 Interaction with the Community:

Residents are expected, and indeed required, to act in a civil manner with each other at all times. Furthermore, as residential members of the Keio University community, all are encouraged and expected to cooperate and participate in the various programs and activities that may be organized by the local community, including festivals and cleaning days.

Of course, such expectations are not intended to conflict with personal religious observance or other meaningful principles.

28 Others:

Keio University is not responsible for the damage or loss to residents caused by natural disasters, including, for example, earthquakes, extreme weather conditions, flood, fire, theft, or other causes.

These regulations are subject to change.

■ For other information:

Keio Housing Coordinator

Tel: 03-5427-1615

Fax: 03-5427-1305

E-mail: keio_dormitory_contact@info.keio.ac.jp

■ Please submit the required forms at your campus.

Mita Campus : Housing Coordinator

Hiyoshi Campus : Office of Student Services (International/Graduate Schools)

Yagami Campus : Office of Student Services (International)

SFC Campus : Academic Affairs Office

Shinanomachi Campus: Office of Student Services (International)

Shiba-Kyoritsu Campus: Center for International Affairs (Office of Student Services)