

## **Keio University Student Accommodation Rules and Regulations of the Dormitory**

(SHIMODA STUDENT VILLAGE, HIYOSHI INTERNATIONAL HOUSE,  
SUNRISE TODE, PLUME IS, and WILLING SETAGAYA)

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 see the bulletin board of the residence from time to time and check for changes or updates.

### 1. Residences and addresses:

#### (1) University Dormitory:

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

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

HIYOSHI INTERNATIONAL HOUSE: 2-27, Hiyoshi, Kohoku-ku, Yokohama-shi, Kanagawa

SUNRISE TODE: 1-4-2 Tode-honcho, Saiwai-ku, Kawasaki, Kanagawa

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

WILLING SETAGAYA: 2-20-21 Shimo-uma, Setagaya-ku, Tokyo

\*Keio University provides a subsidy of a part of the rent.

### 2. Eligibility:

Only international students are to be residents including the exchange program students, but circumstances may permit Japanese resident assistants and visiting scholars, depending on vacancies. These circumstances can only be approved by the International Center. You must leave the residence if you lose your student or researcher status at Keio University.

### 3. Capacity per Residential Room:

SHIMODA, SUNRISE TODE, PLUME IS, and WILLING SETAGAYA:

only one resident is permitted per room.

HIYOSHI INTERNATIONAL HOUSE (Single room): the number of residents per room is limited to two.

HIYOSHI INTERNATIONAL HOUSE (Couple room): the number of households per room is limited to one.

### 4. Period of Residence:

In principle, the period of residence is stated in the "Letter of Consent and Undertaking".

Even during this period, you must leave the residence if you lose your student or researcher status at Keio University.

Residents who have been for a half year and have moved out once might be allowed to apply for Keio dormitory again.

In such a case, the application must be done in prescribed way during the designated period. Note that Keio University accepts housing applications not every semester.

5. Monthly Rent:

(1) University Dormitory:

SHIMODA STUDENT VILLAGE: 59,000 Yen (water and electricity NOT included)

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

HIYOSHI INTERNATIONAL HOUSE: 75,400 Yen (couple room; water, gas and electricity included)

45,200 Yen (single room; water, gas and electricity included)

SUNRISE TODE: 44,000 Yen (water, gas and electricity included)

PLUME IS: 61,000 Yen (water, gas and electricity included)

WILLING SETAGAYA: 65,200 Yen (water, gas and electricity included)

\*If the resident's consumption of water, gas, and electricity is significantly above the average, the International Center may ask them to pay additional fees.

6. Maintenance Fee:

Residents are requested to pay a non-refundable Maintenance Fee on entrance as a charge for maintenance and cleaning of the room. There is no repayment in the evacuation. The resident is responsible, besides the maintenance fee, for the cost of repair, replacement, and/or cleaning for the property damage and/or contamination caused by his/her intentional or negligent acts.

SHIMODA STUDENT VILLAGE: 20,000 Yen (Students staying more than one year must pay 20,000 Yen every year.)

HIYOSHI INTERNATIONAL HOUSE: 50,000 Yen (couple room, entrance charge);  
20,000 Yen (single room, entrance charge)

SUNRISE TODE: 20,000 Yen (entrance charge)

PLUME IS: 20,000 Yen (entrance charge)

WILLING SETAGAYA: 20,000 Yen (entrance charge)

7. Payment of Rent/ Maintenance fee

Pay your rent/ maintenance fee through automatic bank transfer. The debit is done around the sixth day of each month. The bank transfer fee is borne by Keio University.

8. <In case of SHIMODA STUDENT VILLAGE> Utilities:

Utility bills are strictly the responsibility of the resident. Please deposit money in advance into "Prepay System" (prepayment machine system) situated in the entrance hall. When no money is left, electricity and water are stopped. Check the bulletin board regularly because the charges may be revised.

9-1. <In case of SHIMODA STUDENT VILLAGE> Telephone:

Telephone bills are strictly the responsibility of the resident (including the basic fees). Please insert money in advance into the “Prepay System (pre-payment machine system)” that is in the entrance hall. When there is no money left, you will not be able to call anymore. Please check the bulletin board because the phone charges may be revised.

Extension telephone calls are free.

Dial zero (0) to get an outside line.

To make an international call, dial: 0– 010– country code –area code – phone number. (No need to dial the number of a telephone company.)

9-2. <In case of HIYOSHI INTERNATIONAL HOUSE, PLUME IS, SUNRISE TODE > Telephone:

Your room phone’s setting is incoming calls only.

Extension telephone calls are free.

Residents cannot receive collect calls.

9-3. <In case of WILLING SETAGAYA> Telephone:

Your room phone’s setting is incoming calls only.

Residents cannot receive collect calls.

10. Internet:

All rooms are furnished with an internet terminal. Use of internet is free of charge. However, you must purchase by yourself a LAN cable.

No change of Internet service provider or contract with another provider is allowed.

It is prohibited to use file exchange software or to download a large amount of data on this computer. It will cause network congestion and significantly reduce the Internet connection speeds on other computers.

<In case of SHIMODA STUDENT VILLAGE> Outside your room, internet is also available in the lounge and study room (wireless LAN). To use internet in the lounge, you must borrow a wireless LAN card from the resident manager. Other cards will not work. When you finished to use the LAN card, make sure to return it to the resident manager.

11. Bedding and bed linen changes:

Two sets of bed sheets and a pillow case will be changed every month. Residents need return appropriate bedding or linen according to the instructions of the Resident Manager at the specified place and at the appropriate time.

<In case of SHIMODA STUDENT VILLAGE, SUNRISE TODE, PLUME IS, and WILLING SETAGAYA> Bedding (Futon) will be completely replaced twice a year.

12. Garbage:

- In Japan, garbage must be separated according to type (burnable/unburnable/recycling). Separate your garbage according to type, and take it to the designated areas by the proper time. Do not take out your garbage the evening before the collection day. For large-size garbage, consult with the resident manager.

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

- Please get rid of the garbage generated by your moving in and out by yourself. A fee is charged when disposing of large-size garbage.

- For more detailed information on garbage disposal, ask the resident manager or the resident assistants.

13. Bulletin Board:

General announcements will be put up on the bulletin board.

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

HIYOSHI INTERNATIONAL HOUSE: in front of the mail corner

SUNRISE TODE: in the kitchen

PLUME IS and WILLING SETAGAYA: around the front door

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

14. Bicycles, Motorcycles and Cars

- If you have a bicycle and wish to park it in the designated parking, get permission from the resident manager. Since there are only a limited number of spaces, you may have to wait until one opens.

- 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. 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 for necessary procedure.

- Keio University and the resident manager shall not be reliable for any loss or destruction of bicycle.

- Unregistered bicycles will be disposed of.

- Motorcycles and Cars are prohibited from parking on the premises.

<In case of SHIMODA STUDENT VILLAGE> You have to submit a “Bicycle Parking Registration form” to the resident manager. You must then affix a sticker to your bicycle. The surrounding parking lots are the propriety of the athletic associations, and therefore cannot be used.

<In case of HIYOSHI INTERNATIONAL HOUSE> Parking lots in front of the buildings do not belong to Keio University. Residents are not allowed to park in those parking lots.

15-1. <In case of SHIMODA STUDENT VILLAGE> Mail and Parcels:

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 will not keep parcels that do not fit in the mailbox and registered mail for you, you must call the post office for redelivery.

15-2. <in case of HIYOSHI INTERNATIONAL HOUSE, SUNRISE TODE, PLUME IS, and WILLING SETAGAYA> Mail and Parcels:

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. In this case, a message will be left in the mailbox.

16. Television/Newspaper:

If you buy a television or subscribe to a newspaper, you must pay the monthly charges on your own. Also, make sure to unsubscribe and settle and unpaid fees when moving out.

17. <In case of SHIMODA STUDENT VILLAGE> Kitchen/Lounge/Laundry room/Study 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 to not 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 shall not be reliable 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 International Center at least one week before, and get permission when you hold a meeting which of more than twenty people in the lounge.

Also, inform other residents that you will hold a meeting in the lounge by posting 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 International Center at least one week before, and get permission. Also, inform other residents that you will hold a meeting in the study room by posting notice.

18. <In case of SHIMODA STUDENT VILLAGE> 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 International Center, 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 to not disturb other residents.

19. <in case of HIYOSHI INTERNATIONAL HOUSE, SUNRISE TODE, PLUME IS, and WILLING SETAGAYA> 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 International Center at least one week before, and get permission. Also, inform other residents that you will hold a meeting in the lounge/ lobby by posting notice.

- Any and all approved meetings must end by 10:00 p.m.

- Do not make excessive noise which may bother other residents and neighbors.

<In case of PLUME IS > The Available Time of the Lounge is 06:00-22:00. The Lounge is locked between 22:30 and 05:00

20. <In case of HIYOSHI INTERNATIONAL HOUSE> Single Rooms:

■ Use of Single Room

Single room (36 square meters, 2K) is basically occupied by two persons.

Bedrooms (10 square meters each) are regarded as private areas. Front door, kitchen, and bathroom (16 square meters) are regarded as “Common Areas”.

■ Use of Common Areas of Single Room

Common Areas should be maintained in clean and good condition in cooperation between users.

No personal belongings are permitted in Common Areas. Tableware, kitchenware and bedding should be kept in the bedroom.

For the security of all residents, no personal belongings are permitted in common areas. Keio University shall not be reliable for any loss or destruction of private belongings.

Keio University and the Resident Management hold the right to enter “Common Areas” without permission of the resident for the purpose of cleaning and maintenance of facilities.

■ Keys

Each bedroom as well as front door is equipped with keys and locks.

■ Advice on living with a roommate

Life-style and customs differ from person to person owing to differences in country, religion, etc. Please think if your behavior might cause your roommate trouble, and respect your roommate’s life-style.

Maintenance and cleaning of the Common Areas must be done impartially.

Please do not make noise especially after 10:00 pm. Use headphone for watching TV or listening to music.

It is residents’ responsibility to tidy up after using the kitchen and the bathroom, and clean all the Common Areas regularly (at least once a week).

21. 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 10:00 pm.

SHIMODA STUDENT VILLAGE: Entrance hall (3F) and the meeting room (2F) (reservation must have been made).

HIYOSHI INTERNATIONAL HOUSE: None

SUNRISE TODE: 1st Floor common areas (lounge/meeting room/dining room)

PLUME IS: 1st Floor Lounge

WILLING SETAGAYA: 1st Floor Lobby

22. Overnight Visitors:

- Overnight visitors are limited to two (2) family members.

■ In case of SHIMODA STUDENT VILLAGE, PLUME IS, and WILLING SETAGAYA, overnight visitors are limited to family members (parent, brother, sister, spouse, child), relatives of the same sex, friend of the same sex.

■ In case of HIYOSHI INTERNATIONAL HOUSE, for resident of single rooms, overnight visitors are limited to family members (parent, brother, sister).

■ In case of SUNRISE TODE, overnight visitors are limited to male family members (father, brother, child), male relatives, and male friend.

- Overnight visiting must be approved by the International Center by submitting "Application for Overnight Visitor - Permission (prescribed form)" at least one week before the visitor arrives. In case of HIYOSHI INTERNATIONAL HOUSE, for resident of single rooms, overnight visits must be consented by the roommate.

- Overnight visits are restricted up to six (6) nights accumulatively per visitor. The same visitor is not allowed to stay for more than six nights whether they are consecutive or not.

- The visitors will stay in the room of the resident. We do not lend out futons and other bedclothes.

- An additional key/card key will not be lent.

- Keio University will take strict measures when a resident lets a third person stay in the room without permission. You could be asked to leave the residence.

23. Temporary Leave:

Residents must notify the Resident Managers by submitting "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 having left and household goods and belongings may be carried out.

24. Key/ Card key:

If residents lose your key/ card key, notify Resident Managers promptly (The resident must pay for this loss).

25. Smoking:

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

SHIMODA STUDENT VILLAGE: Lounge A7

HIYOSHI INTERNATIONAL HOUSE: 1st floor landing of each building (near the water tap)

SUNRISE TODE: 1st floor Lounge

PLUME IS: No smoking area in the building (There is an ashtray in the bicycle parking outside.)

WILLING SETAGAYA: Designated smoking area of 1st Floor Lobby

26. Other Prohibitions, Precautions:

- Take off your shoes upon entering the building or room, as indicated.
- Pets are never permitted under any circumstances.
- Residents may not make any changes, including remodeling, painting, changing wallpaper, inserting nails into walls, or moving furniture.
- Do not use fire in the room. (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 shall not be liable for any 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.
- The room number will be assigned by the International Center. Residents are not allowed to change rooms without permission.
- In case of SHIMODA STUDENT VILLAGE, international students are not allowed to use the physical education equipment in the facilities; they shall only be used by members of the athletic association.
  
- Rooms should be maintained in clean and good condition.
- Furniture and equipment of the room should be maintained in good condition.
- Please purchase consumption articles such as toilet paper and replace light bulbs by yourself.

27. Resident Assistants:

Resident assistants are support staff of the International Center, and live on each floor/ building. They shall help the resident manager if necessary, and support international students and researchers 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 and researchers when moving in and out, and support the resident manager.
- (2) Provide support to residents.
- (3) Plan, manage, and participate in international activities.
- (4) Submit a monthly report to the International Center.

28. Moving out procedures:

■ Submission of the form “Notice of Moving out”

- Residents who wish to move out are required to submit “Notice of Moving out (prescribed form)” to the International Center a month before you move out. The date of moving out must be except Saturday, Sunday, and holidays. The period from December 29<sup>th</sup> to January 5<sup>th</sup> is also not acceptable.

■ Payment of the rent

- Settle the rent by the day one week before moving out.

- The rent is calculated per 10 days according to the following table, if you submit “Notice of Moving out (prescribed form)” a month before you move out.

- If you do not submit “Notice of Moving out” by the date a month prior to the date you leave, you will be charged for a full monthly rent calculated from the date you submit the form.

- You have to pay one month rent and the maintenance fee if you decide to move out less than one month after moving in.

- In case of SHIMODA STUDENT VILLAGE, do not forget to settle all unpaid charges or withdraw money deposited in excess in the “Prepay System”. You will not be allowed to withdraw such money after you move out.

■ 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 oversized 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 throw away the oversized garbage. (A fee is charged.) If you do not dispose of them, the International Center will demand that you pay for the disposal and report to your home University/parents.

■ Return of the room key /card key

- You need to have an inspection of the Resident Manager before you leave, and then, return the key / card key to him/her.

- If the room is unusually dirty or broken, the actual costs to restore the room to its normal state might be charged.

■ Cancel of your health insurance/ mobile phone/ television/ newspaper contract

- Cancel them early in case you depart from Japan.

| Period of Moving out:<br>Name of Dormitories: | Period 1<br>1st-10th | Period 2<br>11th-20th | Period 3<br>21st-End of month |
|---|----------------------|-----------------------|-------------------------------|
| Shimoda Student Village                       | ¥ 19,600             | ¥ 39,300              | ¥ 59,000                      |
| Hiyoshi International House (single)          | ¥ 15,000             | ¥ 30,100              | ¥ 45,200                      |
| Hiyoshi International House (couple)          | ¥ 25,100             | ¥ 50,200              | ¥ 75,400                      |
| Sunrise Tode                                  | ¥ 14,600             | ¥ 29,300              | ¥ 44,000                      |
| Plume IS                                      | ¥ 20,300             | ¥ 40,600              | ¥ 61,000                      |
| Willing Setagaya                              | ¥ 21,700             | ¥ 43,400              | ¥ 65,200                      |

29. 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.

30. 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 instances, however, both Keio University and the Resident Manager reserve the right to enter residential rooms even without permission of the current resident. The resident will be later notified of the compelling circumstances.

In case of HIYOSHI INTERNATIONAL HOUSE, Keio University and the Resident Management hold the right to enter common areas without permission of the resident for the purpose of cleaning and maintenance of facilities. "Common Areas" are defined in the attached paper.

31. Compulsory Eviction:

In extremely rare cases, which are to be avoided, 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.

These cases may arise because:

the resident's behavior is a threat to the reasonable administration and maintenance of the apartment,

the residents cannot pay their rent for two (2) months,

the contractual resident has sublet the room to a third party,

the resident lets someone stay in his/her room without permission,

the resident's behavior seriously and negatively impacts other residents or neighbors,

the resident violates Japanese laws and regulations

the resident violates stated University apartments regulations, or when the International Center 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.

32. 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.

33. Privacy Policy:

The personal information, such as name, nationality and date of birth of international students that the International Center received at the time of residence application or move-in will be used for administrative purposes. Such information will therefore be handed to the Resident Manager, the building management company, the owner, the

Resident Assistants and public institutions such as the Water Works Bureau. Please note that the personal information will be handled according to Keio University's privacy policy, and used for administrative purposes only.

34. 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:

Student Life Services, Office of Student Services,

Keio University (Mita campus)

Tel. 03-5427-1615

Fax. 03-5427-1638

E-mail: [ic-housing-student@adst.keio.ac.jp](mailto:ic-housing-student@adst.keio.ac.jp)