

Keio University Student Accommodation Rules and Regulations of the Dormitory

(SHIMODA STUDENT VILLAGE, HIYOSHI INTERNATIONAL HOUSE, 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 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, Hiyoshihoncho, 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

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

*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 Office of Student Services. You must leave the residence if you lose your student or researcher status at Keio University.

3. Period of Residence:

In principle, the period of residence is stated in the "Resident Registration Form".

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.

4. Monthly Rent:

(1) University Dormitory:

SHIMODA STUDENT VILLAGE: 63,500 Yen

(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: 81,000 Yen (couple room; water, gas and electricity included)

56,000Yen (shared room; water, gas and electricity included)

PLUME IS: 71,500 Yen (water, gas and electricity included)

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

5. Non-refundable Deposit

Residents are requested to pay a Non-refundable Deposit on entrance. There is no repayment in the evacuation. (Students staying more than one year must pay 20,000 Yen every year.)

SHIMODA STUDENT VILLAGE: 20,000 Yen

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

PLUME IS: 20,000 Yen (entrance charge)

6. Payment of Rent/ Non-refundable Deposit

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.

7-1. <In case of SHIMODA STUDENT VILLAGE> Telephone:

Telephone bills are included in the rent.

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.)

7-2. <In case of HIYOSHI INTERNATIONAL HOUSE, PLUME IS > Telephone:

Your room phone's setting is incoming calls only.

Extension telephone calls are free.

Residents cannot receive collect calls.

8. 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.

9. 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, PLUME IS> Bedding (Futon) will be completely replaced twice a year.

10. 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.

11. 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

PLUME IS: around 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, 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.

13-1. <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.

13-2. <in case of HIYOSHI INTERNATIONAL HOUSE, PLUME IS > 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.

14. 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.

15. <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 Office of Student Services 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 Office of Student Services 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.

16. <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 Office of Student Services, 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.

17. <in case of HIYOSHI INTERNATIONAL HOUSE, SUNRISE TODE, 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 Office of Student Services 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

18. <In case of HIYOSHI INTERNATIONAL HOUSE> Shared Room:

Use of Shared Room

Shared 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 Shared 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).

19. 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

PLUME IS: 1st Floor Lounge

20. Overnight Visitors:

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.

- 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.

21. 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.

22. Key/ Card key:

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

23. 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)

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

24. 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 reliable 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 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 of the room should be maintained in good condition.

- Please purchase consumption articles such as toilet paper and replace light bulbs by yourself.

- 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.

25. Resident Assistants:

Resident assistants are support staff of Office of Student Services, 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 Office of Student Services.

26. 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 Office of Student Services a month before you move out. The date of moving out must be except Saturday, Sunday, and holidays. The period from December 29th to January 5th is also not acceptable.

You can submit "Notice of Moving out" only during the office hour at Office of Student Services (on weekdays, from 8:45am to 4:45pm), which means you cannot submit the one on weekends nor at night. Please be aware about it in advance.

Payment of the rent

- Settle the rent by the day one week before moving out.
- Rent for periods of residence less than a full month shall be calculated using the "Rent by Daily Rate" as specified in Table 1, 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 non-refundable Deposit if you decide to move out less than one month after moving in.

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, Office of Student Services 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.

27. 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.

28. 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.

29. 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 Office of Student Services 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.

30. 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.

31. 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. 03-5427-1569

E-mail: ic-housing-student@adst.keio.ac.jp

Table 1 : Rent by Daily Rate

Move-In Day (of month)	Shimoda Student Village	Plume IS	Hiyoshi International House (Shared Room)	Hiyoshi International House (Couple)	Omori Student Dormitory	Tsunasima Student Dormitory	No. of Days
30・31	2,200	2,400	1,900	2,700	2,600	2,600	1
29	4,400	4,800	3,800	5,400	5,200	5,200	2
28	6,600	7,200	5,700	8,100	7,800	7,800	3
27	8,800	9,600	7,600	10,800	10,400	10,400	4
26	11,000	12,000	9,500	13,500	13,000	13,000	5
25	13,200	14,400	11,400	16,200	15,600	15,600	6
24	15,400	16,800	13,300	18,900	18,200	18,200	7
23	17,600	19,200	15,200	21,600	20,800	20,800	8
22	19,800	21,600	17,100	24,300	23,400	23,400	9
21	22,000	24,000	19,000	27,000	26,000	26,000	10
20	24,200	26,400	20,900	29,700	28,600	28,600	11
19	26,400	28,800	22,800	32,400	31,200	31,200	12
18	28,600	31,200	24,700	35,100	33,800	33,800	13
17	30,800	33,600	26,600	37,800	36,400	36,400	14
16	33,000	36,000	28,500	40,500	39,000	39,000	15
15	35,200	38,400	30,400	43,200	41,600	41,600	16
14	37,400	40,800	32,300	45,900	44,200	44,200	17
13	39,600	43,200	34,200	48,600	46,800	46,800	18
12	41,800	45,600	36,100	51,300	49,400	49,400	19
11	44,000	48,000	38,000	54,000	52,000	52,000	20
10	46,200	50,400	39,900	56,700	54,600	54,600	21
9	48,400	52,800	41,800	59,400	57,200	57,200	22
8	50,600	55,200	43,700	62,100	59,800	59,800	23
7	52,800	57,600	45,600	64,800	62,400	62,400	24
6	55,000	60,000	47,500	67,500	65,000	65,000	25
5	57,200	62,400	49,400	70,200	67,600	67,600	26
4	59,400	64,800	51,300	72,900	70,200	70,200	27
3	61,600	67,200	53,200	75,600	72,800	72,800	28
2	62,600	69,600	55,100	78,300	75,400	75,400	29
1	63,500	71,500	56,000	81,000	76,600	77,000	30・31