

# Sophia-Arrupe International Residence Guidelines

Established April 1, 2019  
Revised March 1, 2020  
May 1, 2020  
Revised May 16, 2023

## **(Purpose)**

Article 1:

This guideline sets forth the requirements concerning the rules and regulations of living in Sophia-Arrupe International Residence (hereinafter called "Arrupe Dormitory") to ensure safe and secure environment for the residents.

2. All residents must observe the guidelines.

## **(Mission and Vision)**

Article 2:

Residents shall practice the Mission and Vision of Arrupe Dormitory.

1. Mission

Arrupe Dormitory aims to provide a platform to bring up persons of global competency based on the educational principles of Christian Humanism, the founding spirit of Sophia University, and guided by Sophia University's vision: "Sophia - Bringing the World Together."

2. Vision.

(1) Freedom and Responsibility

Residents have the freedom to create any educational opportunity in accordance with the Mission and are responsible to maintain the order of the residence.

(2) Coexistence through understanding 'the other'

Residents are expected to accept others' characteristics and diversity and respect the attitude to live together.

(3) Self-development as Global Leader

Residents are expected to acquire a sense of global leadership by making own effort and insight toward solving social issues the humanity faces.

## **(Residents' Responsibilities)**

Article 3:

Residents are required to observe the following rules and regulations.

- (1) Do not use the assigned room (hereinafter referred to as the Room) for overnight stay by guests and visitors.
  - (2) All or part of the Room (including furniture and appliances etc. of Room. Hereafter the same) may not be sublet.
  - (3) Facilities, equipment and appliances in the Room and common areas of Arrupe Dormitory must be maintained in good condition at all times. Unless authorized, residents are not permitted to use them for any purposes other than for which they are intended. Alternation and decorations are prohibited.
  - (4) Precautions must always be taken against fire and other emergencies. Residents should avoid any behavior that may result in such events.
  - (5) Residents may not refuse the entrance/inspection of the Manager to the Room specified in Article 18.
  - (6) Report to the Manager immediately if residents find any suspicious person within the Arrupe Dormitory.
  - (7) Residents are not allowed to enter dormitory office, machine room or any areas with No Trespassing sign.
  - (8) Residents are not allowed to enter the residential areas of the opposite sex.
  - (9) Residents are not allowed to let guests enter residential areas of second and upper floors.
  - (10) Residents must refrain from staying long hours, talking loudly, and making noise in areas and streets close to Arrupe Dormitory.
  - (11) Residents are not allowed to hold any political activities, gambling, business activities, or fund raising.
  - (12) No pet is allowed.
  - (13) Residents are required to follow rules and regulations set by Sophia University.
2. When acceptance is approved for moving in as set forth under Article 5, residents are informed about rules and

regulations of living in Arrupe Dormitory other than those stated in the preceding paragraph. Residents shall strictly observe these rules and regulations.

### **(Eligibility)**

Article 4:

The following students at Sophia University are eligible to live in Arrupe Dormitory.

- (1) Degree students
- (2) Exchange students, Non-Degree students, Research students
- (3) Others who have been granted permission by the Director of Center for Student Affairs (hereinafter referred to as Director)

### **(Acceptance)**

Article 5:

The Director shall make the final decisions on application approval following selection procedures.

2. The Rooms for the residents shall be assigned by the Director. Residents may not request for or specify a room.
3. The Director may order residents to change to a different room after moving into the dormitory when deemed necessary for the operational management of the dormitory.

### **(Application)**

Article 6:

Persons who wish to live in Arrupe Dormitory should apply according to the application procedures posted on the website of Sophia University only during the prescribed period.

### **(Move-in Procedure)**

**Article 7**

The accepted applicants must follow the prescribed Move-in procedures and complete the payment of dormitory fees specified in Article 12.

Successful applicants must follow the prescribed check-in procedures and complete the payment of fees specified in Article 11, paragraph 1.

### **(Residence Period)**

Article 8:

The maximum residence period is 2 years starting from the Move-in day specified in Article 8-2, paragraph 1 until the Move-out day specified in paragraph 2 (official Move-out day). Residence period may be extended if approved by the Director.

2. The rules for the extension of residence period prescribed in the preceding paragraph are specified separately.
3. The application for the extension of residence period is acceptable only during the prescribed period.

### **(Move-in day and Move-out day)**

Article 8 -2

The Move-in day at the start of residence period shall be April for Spring Semester and September for Autumn Semester (details for each academic year will be determined by the Director).

2. The Move-out day at the end of the residence period shall be September 10 for Spring Semester and March 20 for Autumn Semester. However, the dates will be specified separately for Exchange Students.
3. Notwithstanding the preceding two paragraphs, the Director may specify the Move-in day or Move-out day.

### **(Cancellation of Acceptance)**

Article 9:

The Director may cancel the acceptance agreement if any of the following applies to the accepted applicant:

- (1) Delayed move-in without good reason.
- (2) False and substantially misleading information found in the application documents.

### **(Move-out Procedures)**

Residents shall follow the specified Move-out procedures before moving out.

2. Residents must vacate the room before the end of residence period as indicated in Article 8-2, paragraph 2 (on

- the Move-out day if the Director has specified the date).
3. If a resident wishes to leave the dormitory during the residence period, the resident must submit a Notice of Move-out (*tairyo-todoke*) to the office at least one month prior to the day the resident wishes to leave the dormitory.
  4. If the date of submission of the Notice of Move-out to the Dormitory Office is less than one month before the date the resident wishes to leave the dormitory, the Move-out date shall be counted as one month after the submission date, and the dormitory fee shall be paid according to Appendix 3.
  5. Residents leaving the dormitory must not leave any personal belongings in the dormitory, and the cost for disposing of personal belongings shall be borne by the residents.
  6. The University may take the following actions when a resident leaves the dormitory:
    - (1) The Manager will check the Room of a resident before move-out and the resident shall be responsible for any defacements or other damages and the cost for repair will be charged to the resident.
    - (2) Any leftover will be regarded as relinquished by the owner and abandoned. Any fees for discarding the leftover will be charged to the residents.
  7. At move-out, residents may not request for redemption of expenses incurred for the rooms or remodeled equipment or ask for payment of removal expenses, compensation for eviction, or concession money or demand for buying out remodeled equipment paid and installed by the residents in the rooms.

### **(Dismissal from the Dormitory)**

#### Article 11

Resident may be dismissed from the Dormitory if the Director judges the resident committed any of the following acts during period of residence period:

- (1) Violation of any of Article 3 or any of Arrupe Dormitory Guidelines.
  - (2) Failure to fulfil obligations to compensate for intentional or negligent damages to the dormitory facilities and equipment/fixtures.
  - (3) Disorderly conduct that interferes with the order and normal functions of the residential community.
  - (4) Medical, health, or sanitary problem deemed detrimental to the well-being of community life in the dormitory.
  - (5) Any behavior that may cause serious interference with operation and management of the dormitory.
  - (6) Any behavior that is against the law, in the dormitory or outside.
  - (7) Received a disciplinary action under the University Regulations.
  - (8) Offense of public order and morals.
  - (9) At entrance to the dormitory, entrance fee and monthly dormitory fees are not paid by the deadline.
  - (10) Payment of monthly dormitory fees is overdue for three consecutive months or more.
  - (11) Any behavior that is regarded not suitable as a resident.
  - (12) Eligibility is lost.
2. If resident is dismissed from the dormitory in accordance with the preceding paragraph, the resident must leave the Arrupe Dormitory within two (2) weeks from the dismissal date.

### **(Payment of Dormitory Fees)**

#### Article 12

Residents must pay the Entrance Fee and the monthly Dormitory Fee for that month at move-in according to the payment deadline specified by Move-in Procedures.

2. Dormitory fees shall be as specified in Appendix 1 and must be paid for the applicable month by the payment deadline for each month.
3. Entrance fee and the Dormitory fee are nonrefundable.
4. Dormitory fees for approved residence period of 31 days or less are specified in Appendix 2, and the Dormitory fees for the Move-in or Move-out months for approved residence period of 32 days or more are specified in Appendix 3.
5. For the Dormitory fees, no other reductions will be made than those specified in preceding paragraph.

### **(Access to Facilities)**

#### Article 13:

Residents may use the following shared facilities and equipment. However, personal belongings should not be left in all

shared spaces.

- (1) Multi-purpose area on the 1<sup>st</sup> floor
  - (2) Study Room
  - (3) Prayer Room
  - (4) Theater Room
  - (5) Common Living in each floor
  - (6) Sports Studio
  - (7) Laundry
  - (8) Roof-top Terrace
2. Residents should immediately notify the dormitory office of damage or misuse of facilities and loss of furniture or appliances.
  3. Whether by intent or neglect, residents are held responsible for any damages and losses specified in the preceding paragraph and for payment of assessed costs for repair and replacement.

**(Notice/Announcement)**

Article 14:

Information of regular maintenances and events will be noticed to residents on the digital signage of 1st floor, through e-mail, or posted on bulletin board.

**(Temporal Leaving)**

Article 15:

Residents must submit the Notice of Overnight Stay (*choki gaihaku-todoke*) in advance to the Dormitory Office for staying overnight outside the dormitory for three days or more.

**(Interaction)**

Article 16:

Residents shall make efforts to participate in interaction with neighbors of the community and other events held on a regular basis.

2. Residents should get permission from the dormitory office beforehand if they hold any event in the dormitory.
3. Residents holding events in the dormitory as specified in the preceding paragraph are required to follow rules below:
  - (1) No event for profit is acceptable.
  - (2) No event which promotes any discrimination of religion, race, and gender/sex is acceptable.
  - (3) Residents must follow the order of cancelling the event if the Manager decides.

**(Living Group Leader system)**

Article 17:

Arrupe Dormitory has a system called Living Group which promotes diversity and international exchange.

2. Detailed rules and regulations of Living Group are set separately.

**(Non-smoking)**

Article 18:

Smoking is prohibited in all areas of Arrupe Dormitory. Residents must refrain from smoking on the premises of the dormitory or in the neighboring streets that may harm or annoy the neighbors.

**(Emergency inspection)**

Article 19:

The Managers may enter the Rooms if judged as necessary for management of the dormitory. Residents shall cooperate in such cases.

2. The Managers may enter the Rooms without prior permission of the residents for emergencies or urgent maintenances.

Supplementary Provisions

These Guidelines shall come into force on April 1, 2019.

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These Guidelines shall be revised and come into force on March 1, 2020.

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These Guidelines shall be revised and come into force on May 1, 2020.

### Supplementary Provisions

These Guidelines shall be revised and come into force on May 16, 2023 and will be applied from April 1, 2023.

#### [Appendix 1 Sophia-Arrupe International Residence Dormitory Fees]

Dormitory Fee (monthly)	Entrance Fee	Utility costs Internet fee
95,000 yen	95,000 yen	Included in Dormitory Fee

#### [Appendix 2 Sophia-Arrupe International Residence Dormitory Fees

(Approved residence period: 31 days or less)]

Length of stay: 1 day ~ 10 days	31,000 yen
Length of stay: 11 days ~ 20 days	62,000 yen
Length of stay: 21 days ~ 31 days	95,000 yen

#### [Appendix 3 Sophia-Arrupe International Residence Dormitory Fees

(Approved residence period: 32 days or more)]

Move-in : 21st ~ last day of the month Move-out: 1st ~ 10th of the month	31,000 yen
Move-in, Move-out:: 11th ~20th of the month	62,000 yen
Move-in: 1st ~ 10th of the month Move-out: 21st ~ last day of the month	95,000 yen

- ※ However, Dormitory Fee for March is exempted for Spring Official Move-in (End of March);  
Dormitory Fee for September Official Move-in (around Sept.16th~20th) will be 31,000 yen

Note: The English translation is provided for information. The original Japanese version remains the sole official version.  
If there is any discrepancy between the two versions, the Japanese original should take precedence.