

# Sophia Edagawa Men's Dormitory Guidelines

Established May 1, 2020  
Revised May 1, 2021  
Revised April 1, 2022  
Revised May 16, 2023

## **(Purpose)**

### Article 1:

This guideline sets forth the requirements concerning the rules and regulations of living in Sophia Edagawa Men's Dormitory (hereinafter referred to as Edagawa Dormitory) to ensure the safe and secure environment for the residents. Also, in accordance with Article 6, paragraph 3 of Sophia School Corporation Accounting Regulations, this guideline sets forth the requirements for handling Dormitory Fees of Edagawa Dormitory for proper operation of the dormitory.

2. All residents must observe the guidelines.

## **(Residents' Responsibilities)**

### Article 2:

Residents of Edagawa Dormitory are required to observe the following rules and regulations.

- (1) Residents must refrain from staying long hours, talking loudly, and making noise in the dormitory as well as in areas and streets close to the dormitory.
- (2) The buildings and facilities of Edagawa Dormitory must be used and kept in the original state. Alteration or decorations are prohibited. The use of the assigned room (hereinafter referred to as the Room; includes equipment and appliances of the Room; the same hereafter) by a third party is prohibited. All furniture and appliances must not be taken out of the Room.
- (3) Residents shall be responsible to compensate for damages caused to the buildings and facilities of Edagawa Dormitory by the residents (includes visitors) for whatever reason.
- (4) Residents are not allowed to hold any political, religious, or business activities, as well as gambling that are against public policy. If residents wish to hold gatherings or fund-raising activities, notify, and obtain permission from the Center for Student Affairs.
- (5) No pets are allowed.
- (6) Do not use heating devices (electric, gas or kerosene stoves), electric blanket, electro-thermal apparatus, or gas burners. Open fire is prohibited in all areas of the dormitory. Also, do not drive a nail into, drill a hole or use paint in the Rooms.
- (7) Do not leave personal belongings in shared areas.
- (8) Make efforts for saving electricity and water, and for prevention of crimes and disaster.
- (9) Sort garbage before disposing and place them in designated collection point.
- (10) Use the lounge for talking with guests (in general, 7:00 am to 10:00 pm). Do not let guests enter or stay overnight in the Rooms unless permission is obtained from the dormitory manager (hereinafter referred to as Manager) in advance for relatives in the second degree (in general male) to help with moving in or out.
- (11) Residents may not refuse the entrance/inspection of the Manager to the Room specified in Article 15.
- (12) Residents are required to follow rules and regulations set by Sophia University.

## **(Eligibility)**

### Article 3:

The following undergraduate and graduate students at Sophia University are eligible to live in Edagawa 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)

**(Application)**

Article 4:

Applications for dormitory should be filed during the prescribed period according to application guidelines posted on the website of Sophia University.

**(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.

**(Move-in Procedure)**

Article 6:

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

**(Residence Period)**

Article 7:

The maximum residence period is 2 years starting from Move-in day specified in Article 8, paragraph 1, until the Move-out day specified in paragraph 2. 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 days)**

Article 8:

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)**

Article 10:

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 (*taiyo-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 residence period:

- (1) Violation of any of Article 2 or any of Edagawa Dormitory Guidelines.
  - (2) Disorderly conduct that interferes with the order and normal functions of the residential community.
  - (3) Medical, health, or sanitary problem deemed detrimental to the well-being of community life in the dormitory.
  - (4) Any behavior that may cause serious interference with operation and management of the dormitory.
  - (5) Any behavior that is against the law, in the dormitory or outside.
  - (6) Received a disciplinary action under the University Regulations.
  - (7) Offense of public order and morals.
  - (8) Any behavior that is regarded not suitable as a resident.
  - (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) Failure to fulfil obligations to compensate for intentional or negligent damages to the dormitory facilities and equipment/fixtures.
  - (12) Eligibility is lost.
2. If resident is dismissed from the dormitory in accordance with the preceding paragraph, the resident must leave the Edagawa 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.

### **(Edagawa Dormitory Fee Subsidy System)**

#### **Article 13:**

Edagawa Dormitory Fee Subsidy system is provided for applicants for Edagawa Dormitory who have financial hardship.

2. The Edagawa Dormitory Fee Subsidy students (hereinafter referred to as Subsidy Students) shall be selected and decided by the Director up to two students for every academic year from applicants for the Edagawa Dormitory who have taken the Sophia University entrance examinations set for the following schools and have applied for the New Students Scholarship, satisfying the income criteria. The examinations are: special entrance examination for Catholic high schools, admission by recommendation (designated schools and other than designated schools), special recommendation admission from Educational Partner Institutions (Shizuoka Salesio Senior High School, Sophia-Fukuoka Senior High School) , Jesuit educational institutions (Eiko Gakuen Senior High School, Rokko Senior High School, Hiroshima Gakuin Senior High School) and Shanghai Japanese High School.

3. As to assist the management of the dormitory as Resident Supporters, the Subsidy Students will fulfill the following roles:
  - (1) Plan and implement various events (gathering etc.) to foster the development of the dormitory culture.
  - (2) Help orientation and other duties to welcome new residents to the dormitory.
  - (3) Help and share information to other residents (Calling to keep shared areas clean, raising awareness about safety management, fire prevention and so on.)
  - (4) Other matters necessary for the proper operation of the dormitory.
4. The Dormitory fees for Subsidy Students are specified in Appendix 1
5. Subsidy Students shall submit documents on income to the Director at extension of residence period for examination of qualification. The selection and examination methods will be determined separately.
6. The Director will cancel the qualification of the Subsidy Students if the student violates any of the Sophia Edagawa Men's Dormitory Guidelines or any other rules and regulations of the dormitory and the pledge stated at admission to the dormitory.
7. If the qualification of Subsidy Students is cancelled, the Dormitory fees will be changed from the following month to "Non-Subsidy Students as specified in Appendix 1.

#### **(Management system)**

Article 14:

The management of the dormitory will be conducted in time frame as specified in the following item by the person specified in each item.

- (1) 7:00 am to 9:00 pm: Manager
- (2) 9:00 pm to 7:00 am: Night guard

#### **(Room assignment)**

Article 15:

The Director will assign the rooms for the residents.

2. If temporary change of room is required or the Manager or the Night guard (hereafter referred to as Managers) must enter the room for the maintenance of the room, fire prevention, sanitation and facility maintenance, the residents must follow instructions of the Managers.
3. The Managers may enter the rooms without prior permission of the residents for emergencies or urgent maintenances.

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

Article 16:

Residents may use the community room on the first floor from 7:00 am to 10:00 pm. It is strictly prohibited to leave personal belongings.

2. The Director may suspend the use of the community room if the residents misbehave in the area.

#### **(Non-smoking)**

Article 17:

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

#### **(Temporal Leaving)**

Article 18:

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.

#### **(Vehicles)**

Article 19:

It is prohibited to park cars or motorcycles (includes scooters) in areas surrounding the dormitory, neighborhood streets, or on the premises of the dormitory. If residents wish to use bicycle parking, notify the Manager in advance and register.

#### **(Notification and Damage Liability)**

Article 20

Residents should immediately notify of any damage to or misuse of facilities and loss of furniture or equipment.  
2. Whether intent or neglect, residents responsible are held liable for all damages, misuse and losses specified in the preceding paragraph, and for compensation for damages and losses.

Supplementary Provisions

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

Supplementary Provisions

These Guidelines shall be revised and come into force on May 1, 2021 and will be applied from April 1, 2021.

Supplementary Provisions

These Guidelines shall be revised and come into force on April 1, 2022.

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 Edagawa Men's Dormitory Fees]

Non-Subsidy Students		Dormitory Fee Subsidy Students		Utility costs Internet fee
Dormitory Fee (monthly)	Entrance Fee	Dormitory Fee (monthly)	Entrance Fee	
70,000 yen	70,000 yen	40,000 yen	exempted	Internet fee will be included in the Dormitory Fee. For electricity, gas, and water, the actual costs will be charged. (Residents contract with suppliers)

[Appendix 2 Edagawa Men's Dormitory Fees (approved residence period: 31 days or less)]

	Non-Subsidy Students
Length of stay: 1 day ~ 10 days	23,000 yen
Length of stay: 11 days ~ 20 days	46,000 yen
Length of stay: 21 days ~ 31 days	70,000 yen

[Appendix 3 Edagawa Men's Dormitory Fees (approved residence period: 32 days or more)]

	Non-Subsidy Students	Dormitory Fee Subsidy Students
Move-in : 21st ~ last day of the month Move-out: 1st ~ 10th of the month	23,000 yen	13,000 yen
Move-in, Move-out: 11th ~ 20th of the month	46,000 yen	26,000 yen
Move-in: 1st ~ 10th of the month Move-out: 21st ~ last day of the month	70,000 yen	40,000 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 23,000 yen for Non-Subsidy Students, 13,000 yen for Dormitory Fee Subsidy Students.

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.