

Sophia Soshigaya International House Guidelines

Established April 1, 2012

Revised February 1, 2018

October 1, 2019

May 1, 2020

May 16, 2023

(Purpose)

Article 1:

This Guideline sets forth the requirements concerning the operation of Sophia Soshigaya International House (hereinafter called the House).

2. All residents must observe the guidelines.

(Eligibility)

Article 2:

Persons qualified to live in the House shall be those who meet one of the following conditions:

- (1) Single Rooms: Full-time regular students, exchange students, non-degree students or research students enrolled at Sophia University
- (2) Couple and Family Rooms: Faculty members and staff of Sophia University or married international students with family (limited to spouses and children).
- (3) Others who have been granted permission by the Director of Center for Student Affairs (hereinafter called the Director)

(Residence Period)

Article 3:

The residence period is 2 years or less as specified by the Director. However, the 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. Application for extension of residence period will be accepted only during the prescribed period.

(Application)

Article 4:

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

(Acceptance)

Article 5:

The Director shall make the final decision 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 the following Paragraph.

(Payment of Dormitory Fees)

Article 7:

Residents must pay the Entrance Fee and Dormitory Fee for the month at Move-in by the payment deadline specified

in the 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 Dormitory Fees are nonrefundable.
4. Single Room Dormitory fees for approved residence period of 31 days or less are specified in Appendix 2, and the Single Room 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.

(Cancellation of Acceptance)

Article 8:

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

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

(Residents' Responsibilities)

Article 9:

All residents are required to observe the following rules for living in the House.

- (1) Do not use the assigned room (hereinafter referred to as the Room) for overnight stay by guests and visitors (excluding persons permitted to live in the Room. The same shall apply hereinafter in this article).
 - (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 individual Rooms and common areas of the House 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. Alteration 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 must comply with entry into the Rooms by the University for management reasons of fire prevention, sanitary inspection, and maintenance of the facilities.
 - (6) Residents must refrain from staying long hours, talking loudly, and making noise in the House and areas and streets close to the House.
 - (7) Residents are not allowed to hold any political activities, gambling, business activities, or fund raising.
 - (8) No pet is allowed.
 - (9) Residents are required to observe the rules and regulations set by the House for the preservation of the facilities and the achievement of the mission of the House.
2. When acceptance is approved for moving in as set forth under Article 5, residents shall be informed about and shall strictly observe the rules and regulations of living in the House other than those stated in the items of the preceding paragraph.

(Notification and Damage Liability)

Article 10:

Residents should immediately notify of damage to or misuse of facilities and loss of furniture or appliances of the House.

2. Whether intent or neglect, individuals responsible are held liable for all damages and losses specified in the preceding paragraph, and for payment of assessed costs for repair and replacement.

(Move-in and Move-out days)

Article 11:

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.

(Move-out Procedures)

Article 12

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 11, paragraph 2 (on the Move-out day if the Director has specified the date).
3. Residents must vacate the House within two (2) weeks if they become ineligible as residents due to cancellation of eligibility specified in the following Article.
4. 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 he wishes to leave the dormitory.
5. 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 Fees shall be paid in accordance with Appendix 1 or Appendix 3.
6. 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.
7. 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.
8. 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 13:

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

- (1) Failure to make payments of Entrance Fee and the prescribed Dormitory Fee at Move-in by the specified deadline.
- (2) Payment of monthly Dormitory Fee is overdue for three consecutive months or more.
- (3) Violation of the terms of residents' responsibilities under Article 9, Paragraph 1 and any of this House Guidelines.
- (4) Failure to satisfy financial obligations accrued under Article 10, Paragraph 2 in case of damage to and loss of the House property.
- (5) Disorderly conduct that interferes with the order and normal functions of the residential community of the House.
- (6) Disciplinary problem that threatens the living environment of the residential community of the House.
- (7) Medical, health, or sanitary problem deemed detrimental to the well-being of community life in the House.
- (8) Any behavior that is against the law, in the dormitory or outside.
- (9) Received a disciplinary action under the University Regulations.
- (10) Offense of public order and morals.
- (11) Any behavior that is regarded not suitable as a resident.
- (12) Eligibility is lost.
- (13) Any behavior that may cause serious interference with operation and management of the House.

(Access to Facilities)

Article 14:

Facilities, equipment, furniture and appliances in common areas are available to residents and nonresidents for the general use after completing the prescribed procedure.

(Room Inspection)

Article 15:

The Director may reserve the right to order room inspection by a third party if judged as necessary without prior permission of the resident.

(Non-smoking)

Article 16

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

(International Exchange)

Article 17:

Residents will have opportunities to take part in a variety of activities that promote cross-cultural exchange and help broaden their circle of acquaintances with students from other universities, local people, and volunteers. Through such activities, the House aims to foster international understanding and nurture the spirit of international cooperation among the residents.

(Living Group System)

Article 18:

Living Group System has been established for building multi-cultural community and promoting international exchange.
2. Necessary matters concerning the working plan for Living Group system are determined separately.

(Changes in the Guideline)

Article 19:

Sophia School Corporation reserves the right to amend or delete this Guideline based on its prescribed procedure.

Supplementary Provisions

These Regulations shall come into force on April 1, 2012.

Supplementary Provisions

These Regulations shall be revised and come into force on February 1, 2018.

Supplementary Provisions

These Guidelines shall be revised and come into force on October 1, 2019.

Supplementary Provisions

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 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 Soshigaya International House Dormitory Fees]

	Dormitory Fee (monthly)	Entrance Fee		Daily unit price (Daily amount)	Utility costs Internet fee
		Approved residence period: 6 months or more	Approved residence period: Less than 6 months		
Single Room	45,000 yen	45,000 yen	45,000 yen	None	Included in Dormitory Fee
Couple Room	63,000 yen	63,000 yen	31,500 yen	2,100 yen	Internet fee will be included in the Dormitory Fee. For electricity, gas, and water, the actual costs will be charged. (Residents contract with suppliers)
Family Room	72,000 yen	72,000 yen	36,000 yen	2,400 yen	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 Soshigaya International House Single Room Dormitory Fees
(Approved residence period: 31 days or less)]

Length of stay: 1 day ~ 10 days	15,000 yen
Length of stay: 11 days ~ 20 days	30,000 yen
Length of stay: 21 days ~ 31 days	45,000 yen

[Appendix 3 Soshigaya International House Single Room Dormitory Fees
(Approved residence period: 32 days or more)]

Move-in : 21st ~ last day of the month Move-out: 1st ~ 10th of the month	15,000 yen
Move-in, Move-out:: 11th ~20th of the month	30,000 yen
Move-in: 1st ~ 10th of the month Move-out: 21st ~ last day of the month	45,000 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 15,000 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.