

Sophia Soshigaya International House Guidelines

Established April 1, 2012

Revised February 1, 2018

October 1, 2019

May 1, 2020

May 16, 2023

July 1, 2024

August 1, 2024

(Purpose)

Article 1:

This guideline sets forth the requirements concerning the rules and regulations for the residents of living in Sophia Soshigaya International House (hereinafter referred to as Soshigaya Dormitory) to help ensure safe and secure environment for the residents.

2. All residents must observe the guidelines.

(Residents' Responsibilities)

Article 2:

Residents of Soshigaya Dormitory are required to observe the following rules and regulations:

- (1) All or part of the assigned room (hereinafter referred to as the Room, including furniture and appliances) may not be sublet.
- (2) The Room and common facilities, furniture, appliances of Soshigaya Dormitory must be used and kept in the original state, and may not be used for any other purposes, altered, or remodeled.
- (3) Precautions must always be taken against fire and other disasters. Residents should avoid actions that may lead to danger, such as using open flame inside Soshigaya Dormitory.
- (4) Residents must not let other residents of opposite sex and non-residents into the single room residential area (refers to Men's or Women's area and all areas including Floor Kitchen and corridors etc.) and their Rooms. However, this shall not apply to cases where permission is obtained in advance from Managers to let in relatives within the second-degree affinity (unless otherwise specified, limited to men) into the Room to help the move-in.
- (5) Residents are allowed to have non-residents visit during specified hours in specified visitors area and the residents who invited the non-residents shall be responsible for their behavior. Non-residents shall be ordered to leave the Dormitory, if found to have acted in violation of Dormitory rules etc.
- (6) Residents are not allowed to enter residential area of the opposite sex, Dormitory Office, machine room or restricted areas.
- (7) Residents may not refuse the entrance of the Manager to the Room specified in Article 14.
- (8) Report to the Manager immediately if residents find any suspicious person within the Dormitory.
- (9) Residents must refrain from staying long hours, talking loudly, and making noise in Soshigaya Dormitory as well as in areas and streets close to Soshigaya Dormitory.
- (10) Residents are not allowed to engage in any political activities, gambling, business activities, or fund raising, or any other activities prohibited by the University.
- (11) Do not engage in any discrimination such as religion, race, and gender.
- (12) No pets are 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 shall be informed about rules and regulations of Soshigaya Dormitory as stated in the items of the preceding paragraph and any other rules that should be strictly observed.

(Eligibility)

Article 3:

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

- (1) Single Rooms: Degree students, exchange students, non-degree students or research students enrolled at Sophia University
- (2) Couple and Family Rooms: Faculty 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)

(Application)

Article 4:

Applications for Soshigaya 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 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 Article 12.

(Residence Period)

Article 7:

The maximum residence period is 2 years starting from the 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. Application for extension of residence period will be accepted only during the prescribed period.

(Move-in and Move-out days)

Article 8:

The Move-in day at the start of residence period (Official Move-in day) shall be March for Spring Semester and September for Autumn Semester. The 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 approved applicant:

- (1) Delayed move-in without good reason.
- (2) False and misleading statement 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 indicated in Article 8, Paragraph 2 or 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 Dormitory Office at least one month prior to the day the resident wishes to leave the dormitory.
4. If the Notice of Move-out is submitted to the Dormitory Office later than one month prior to the day 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 charged according to Appendix 1 or 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) 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 any responsibilities of Article 2 or any rules and regulations of University.
 - (4) Failure to fulfil obligations to compensate for damages specified in Article 13, Paragraph 4
 - (5) Disorderly conduct that interferes with the order and normal functions of the residential community of Soshigaya Dormitory.
 - (6) Medical, health, or sanitary problem deemed detrimental to the well-being of community life in Soshigaya Dormitory.
 - (7) Any behavior that is against the law, in the dormitory or outside.
 - (8) Received a disciplinary action under the University Regulations.
 - (9) Offense of public order and morals.
 - (10) Any behavior that is regarded not suitable as a resident.
 - (11) Eligibility is lost.
 - (12) Any behavior that may cause serious interference with operation and management of Soshigaya Dormitory.
2. If resident is dismissed from the Dormitory in accordance with the preceding paragraph, the resident must leave Soshigaya Dormitory within two (2) weeks from the day after the notification of the dismissal.

(Payment of Dormitory Fees)

Article 12:

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.

(Access to Facilities and Damage Liability)

Article 13:

Residents may use the common facilities and equipment of Soshigaya Dormitory following designated procedures. However, personal belongings should not be left in all common spaces.

2. The Manager may suspend the use of the common facilities if the residents misbehave in the area.

3. Residents should immediately notify of any damage to or misuse of facilities and loss of furniture or appliances of Soshigaya Dormitory.
4. Whether by intent or by negligence of the residents or the invited non-residents, residents are held liable for all damages, misuse and losses specified in the preceding paragraph, and for compensation for damages and losses.

(Emergency inspection)

Article 14:

The Managers may enter the Rooms with prior notice to the residents if judged as necessary for the management of the Dormitory. The residents shall cooperate in such cases.

2. Notwithstanding the previous paragraph, the Managers may enter the Rooms without prior notice to the residents for emergencies or urgent maintenances.

(Non-smoking)

Article 15:

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

(Long overnight stay outside the dormitory)

Article 16:

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

(Exchange activities)

Article 17:

Residents shall make efforts to participate in interaction with other residents and neighbors of the community taking active initiatives.

(Living Group Leader system)

Article 18:

Soshigaya Dormitory has a system called Living Group which promotes diverse human relationships and international exchange.

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

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Supplementary Provisions

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

Supplementary Provisions

These Guidelines shall be revised and come into force on July 1, 2024 and will be applied from April 1, 2024.

Supplementary Provisions

These Guidelines shall be revised and come into force on August 1, 2024.

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	75,000 yen	75,000 yen	37,500 yen	2,500 yen	Included in Dormitory Fee
Family Room	84,000 yen	84,000 yen	42,000 yen	2,800 yen	Included in Dormitory Fee

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 for Move-in, Move-out months

(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 the beginning of Dormitory Move-in (refers to Official Move-in) is as follows:

- ① Spring Official Move-in: regardless of the actual Move-in day (the day you start living in Dormitory; hereafter the same), Dormitory Fee for March is exempted, Dormitory Fee after April 1 will be charged.
- ② September Official Move-in: regardless of the actual Move-in day, Dormitory Fee will be charged after September 21. Dormitory Fee for September shall 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.