

Sophia-Arrupe International Residence Guidelines

Established April 1, 2019
Revised March 1, 2020
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-Arrupe International Residence (hereinafter called "Arrupe Dormitory") to help ensure safe and secure environment for the residents.

2. All residents must observe the guidelines.

(Mission and Vision)

Article 2:

Residents shall practice the following 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 of Arrupe 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 Arrupe 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 the dormitory.
- (4) Residents must not let other residents of opposite sex and non-residents into the residential area specified at dormitory admission (refers to Men's or Women's area and all areas including Common Living and corridors etc.) and their Rooms.
- (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 the residential area of the opposite sex, the Rooms, Dormitory Office, machine room or restricted areas.
- (7) Residents may not refuse the entrance of the Manager to the Room specified in Article 19.
- (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 the Arrupe Dormitory as well

as in areas and streets close to the 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 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 6, residents shall be informed about rules and regulations of the Dormitory as stated in the items of the preceding paragraph and any other rules that should be strictly observed.

(Eligibility)

Article 4:

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

- (1) Degree students, exchange students, non-degree students or research students enrolled at Sophia University
- (2) Others who have been granted permission by the Director of Center for Student Affairs (hereinafter referred to as Director)

(Application)

Article 5:

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

(Acceptance)

Article 6:

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 7:

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

(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 same Article, 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 Day)

Article 8 -2:

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 accepted 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 Article 8-2, 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 (*tairyō-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 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 responsibilities of Article 3 or any rules and regulations of University.
 - (2) Failure to fulfil obligations to compensate for damages specified in Article 13, Paragraph 4.
 - (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 Arrupe 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 day after the notification of the dismissal.

(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 and Damage Liability)

Article 13:

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

- (1) Multi-purpose area on the 1st floor
 - (2) Study Room
 - (3) Prayer Room
 - (4) Theater Room
 - (5) Common Living in each floor
 - (6) Recreation Sports Studio
 - (7) Laundry
 - (8) Roof-top Terrace
2. The Manager may suspend the use of the common facilities if the residents misbehave in the area.
 3. Residents should immediately notify the Dormitory Office of damage or misuse of facilities and loss of furniture or appliances
 4. Whether by intent or by negligence of the residents or the invited non-residents, residents are held responsible for any damages and losses specified in the preceding paragraph and for compensation for damages and losses.

(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, as needed.

(Long Overnight Stay Outside the Dormitory)

Article 15:

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

(Exchange Activities)

Article 16:

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

(Living Group Leader System)

Article 17:

Arrupe 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.

(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 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.

(Changes in the Guideline)

Article 20:

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

Supplementary Provisions

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

Supplementary Provisions

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

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 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 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 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.