

Sophia Edagawa Men's Dormitory Guidelines

Established May 1, 2020
Revised May 1, 2021
April 1, 2022
May 16, 2023
July 1, 2024
August 1, 2024
May 1, 2025

(Purpose)

Article 1:

The Guidelines set forth the requirements concerning the rules and regulations for the residents of Sophia Edagawa Men's Dormitory (hereinafter referred to as Edagawa Dormitory) to help ensure safe and secure environment for the residents.

2. All residents must observe the Guidelines.

(Residents' Responsibilities)

Article 2:

Residents of Edagawa Dormitory are required to observe the following rules:

- (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 Edagawa Dormitory must be used and kept always in good condition and, without permission, may not be used for any other purposes, altered, or remodeled.
- (3) Precautions must 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 non-residents into areas other than specified visitors area (lounge corner). However, this shall not apply to cases where permission is obtained in advance from s to let in relatives within the second-degree affinity into the Room for reasons such as to help with the move-in.
- (5) Residents are allowed to have non-residents visit during specified hours (7:00 am to 10:00 pm unless there are special circumstances) in specified visitors area (lounge corner) 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 areas restricted for residents, such as Dormitory Office, or machine room.
- (7) Residents may not refuse the entrance of the Managers to the Room as specified in Article 14.
- (8) Residents must report to the Managers immediately if residents find any suspicious person within the Dormitory.
- (9) Residents must not engage in annoying conduct, such as staying long hours, talking loudly, and making noise in Edagawa 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) Residents must not engage in any discrimination based on religion, race, gender, or any other grounds.
- (12) No pets are allowed.
- (13) Efforts must be made for saving electricity and water, and for prevention of crimes and disasters. Separate garbage and discard in designated place.
- (14) Residents are required to follow the cautions and directions given by the Managers.
- (15) Before inviting non-residents to the Dormitory, residents must make sure the non-residents read and obey the Guidelines.
- (16) Residents are required to follow other rules and regulations set by Sophia University.

2. When acceptance is approved for moving in as provided in Article 5, residents shall be informed about rules set forth in the preceding paragraph and any other rules that should be strictly observed.

(Eligibility)

Article 3:

Persons qualified to live in Edagawa 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 the Center for Student Affairs (hereinafter referred to as Director)

(Application)

Article 4:

Applications for the 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 acceptance 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 one year starting from Move-in day prescribed in Article 8, Paragraph 1, until the Move-out day prescribed in the same Article, Paragraph 2. 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. The application for renewal of acceptance may be filed only during the prescribed period.

(Move-in and Move-out day)

Article 8:

The Move-in day at the start of residence period (refers to 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 if any of the following applies to the accepted applicant:

- (1) Delayed move-in without good reason.
- (2) Material false entry 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 on or before the day of the end of residence period as indicated in Article 8, paragraph 2 or 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 (*taiyoto-do*) 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 day 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 Managers will check the Room of a resident before move-out and the resident shall be charged for the cost to restore any defacements or damages to the original state.
 - (2) Any items left behind will be regarded as relinquished by the owner and shall be discarded. Any fees for discarding such items 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, concession money or demand for buying out remodeled equipment paid for 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 specified in Article 2 or any rules and regulations of University.
- (2) Disorderly conduct that interferes with the order and morals of the residential community.
- (3) Medical, health, or sanitary problems 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 damages specified in Article 15, Paragraph 4.
- (12) Eligibility is lost.

2. If resident is dismissed from the Dormitory in accordance with the preceding paragraph, the resident must leave Edagawa 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 reductions will be made other than those specified in the preceding paragraph.

(Management System)

Article 13:

The management of the Dormitory will be conducted in the following time frame by the person specified:

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

(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 preceding paragraph, the Managers may enter the Rooms without prior notice to the residents for emergencies or urgent maintenances.

(Access to Facilities and Damage Liability)

Article 15:

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

2. The Managers may suspend the use of the community room if the residents misbehave in the area.
3. Residents should immediately notify the Dormitory Office of any damage to 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 liable for all damages, misuse and losses specified in the preceding paragraph, and for compensation for damages and losses.

(Non-smoking)

Article 16:

Smoking is prohibited in all areas of Edagawa Dormitory. Residents must also refrain from smoking in the neighboring streets and any smoking that may annoy the neighbors.

(Long Overnight Stay Outside the Dormitory)

Article 17:

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.

(Vehicles)

Article 18:

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

(Changes in the Guidelines)

Article 19:

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 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.

Supplementary Provisions

1. These Guidelines shall be revised and come into force on July 1, 2024, and will be applied from April 1, 2024.
2. Dormitory Fee Subsidy Students (hereinafter referred to as Subsidy Students) who entered Edagawa Dormitory before this revision will follow previous provisions:
 - (1) Edagawa Dormitory Fee Subsidy system is provided for applicants for Edagawa Dormitory who have financial hardship. Subsidy Students shall be selected and decided by the Director.
 - (2) Subsidy Students shall assist the operation of the Dormitory as Resident Supporters and 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 to share information with other residents (Calling to keep common areas clean, raising awareness about safety management, fire and disaster prevention and so on.)
 - ④ Other matters necessary for the smooth operation of the Dormitory.
 - (3) The Dormitory Fees for Subsidy Students are as follows:

Dormitory Fee (monthly)	Dormitory Fee for the Move-out month	
40,000 yen	Move-out: 1st ~10th of the month	13,000 yen
	Move-out: 11th ~20th of the month	26,000 yen
	Move-out: 21st ~last day of the month	40,000 yen

- (4) 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 specified separately.
- (5) The Director will cancel the qualification of the Subsidy Students if the student does not comply with the obligations specified in Article 2 or any other rules and regulations of the University and the pledge stated at Dormitory admission and renewal.
- (6) If the qualification of Subsidy Students is lost, the amount specified in Appendix 1 shall be applied from the following month.

Supplementary Provisions

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

Supplementary Provisions

These Guidelines shall be revised and come into force on May 1, 2025.

Appendix 1 Edagawa Men's Dormitory Fees

Dormitory Fee (monthly)	Entrance Fee	Utility costs Internet fee
70,000 yen	70,000 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 Edagawa Men's Dormitory Fees (Approved residence period: 31 days or less)

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 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	23,000 yen
Move-in, Move-out: 11th ~ 20th of the month	46,000 yen
Move-in: 1st ~ 10th of the month Move-out: 21st ~ last day of the month	70,000 yen

※ However, Dormitory Fee at the start of residence period (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 the Dormitory; the same hereinafter), Dormitory Fee for March is exempted, Dormitory Fee will be charged from April 1.
- ② September Official Move-in: regardless of the actual Move-in day, Dormitory Fee will be charged from September 21. Dormitory Fee for September shall be 23,000yen.

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.