

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
May 1, 2025
April 1, 2026

(Purpose)

Article 1:

The Guidelines set forth the requirements concerning the rules and regulations for the residents of Sophia-Arrupe International Residence (hereinafter referred to as 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 Arrupe Dormitory.

(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:

- (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 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 other residents of opposite sex and non-residents into their Rooms, or the residential area specified at Dormitory admission (refers to Men's or Women's area and all areas including Common Living and corridors etc.; same hereinafter). However, this shall not apply to cases if specially approved in advance by the Managers.
- (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 areas restricted for residents, such as residential area of the opposite sex, the Rooms, Dormitory Office, or machine room.
- (7) Residents may not refuse the entrance of the Managers to their Room as specified in Article 19.

- (8) Residents must report to the Managers immediately if they find any suspicious person within the Dormitory.
 - (9) Residents must not engage in any annoying conduct, such as staying long hours, talking loudly, and making noise in 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) Residents must not engage in any discrimination based on religion, race, gender or any other grounds.
 - (12) No pets are allowed.
 - (13) Residents are required to follow the cautions and directions given by the Managers.
 - (14) Before inviting non-residents to the Dormitory, residents must make sure the non-residents read and obey the Guidelines.
 - (15) 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 6, residents shall be informed about rules set forth in 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 the 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 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 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 one year starting from the Move-in day prescribed in Article 8-2, Paragraph 1 until the Move-out day prescribed in the 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 renewal of acceptance may be filed only during the prescribed period.

(Move-in and Move-out Day)

Article 8 -2:

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 8-2, 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 (*tairyotodoke*) 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 Fees 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 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 morals of the residential community.
 - (4) Medical, health, or sanitary problems 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 the 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 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 reductions will be made other 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 any of the common facilities.

- (1) Multi-purpose area on the 1st floor
 - (2) Study Room
 - (3) Prayer Room
 - (4) Theater Room
 - (5) Common Living on each floor
 - (6) Recreation Sports Studio
 - (7) Laundry
 - (8) Roof-top Terrace
2. The Managers may suspend the use of the common facilities 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.

(Notice/Announcement)

Article 14:

Information of regular maintenances and events will be noticed to residents on the digital signage on 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 System)

Article 17:

Arrupe Dormitory operates a Living Group system which aims to promote diverse interpersonal relationships and international exchange among residents.

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 also refrain from smoking in the neighboring streets and any smoking that may 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 preceding paragraph, the Managers may enter the Rooms without prior notice to the residents for emergencies or urgent maintenance.

(Vehicles)

Article 20:

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 21:

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

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.

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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.

Supplementary Provisions

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

Supplementary Provisions

These Guidelines shall be revised and come into force on April 1, 2026.

Appendix 1 Sophia-Arrupe International 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 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 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 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.