

# 上智枝川寮運営取扱要領

## Sophia Edagawa Men' s Dormitory Guidelines

Established May 1, 2020

Revised May 1, 2021

Revised April 1, 2022

(Purpose)

Article 1:

This guideline sets forth the requirements concerning the rules and regulations of living in Sophia Edagawa Men' s Dormitory (hereinafter referred to as Edagawa dormitory) to ensure the safe and secure environment for the residents. Also, in accordance with Article 6, paragraph 3 of Sophia School Corporation accounting regulations, this guideline sets forth the requirements for handling dormitory fees of Edagawa dormitory for proper operation of the dormitory.

2 All residents must observe the guidelines.

(Residents' Responsibilities)

Article 2:

All residents of Edagawa dormitory are required to observe the following rules and regulations.

- (1) All residents must refrain from staying long hours, talking loud and making noise in the dormitory as well as in areas and streets close to the dormitory.
  - (2) The buildings and facilities of Edagawa dormitory must be used and kept in the original state. Alteration or decorations are prohibited. The use of the assigned room (hereinafter referred to as Room; includes equipment and appliances of the Room) by a third party is prohibited. All furniture and appliances must not be taken out of the Room.
  - (3) Residents shall be responsible to compensate for damages caused to the buildings and facilities of Edagawa dormitory by the residents (includes visitors) for whatever reason.
  - (4) All residents are not allowed to hold any political, religious or business activities, as well as gambling that are against public policy. If residents wish to hold gatherings or fund-raising activities, notify and obtain permission from the Center for Student Affairs.
  - (5) No pet are allowed.
  - (6) Do not use heating devices (electric, gas or kerosene stoves), electric blanket, electro-thermal apparatus or gas burners. Open fire is prohibited in all areas of the dormitory. Also, do not drive a nail into, drill a hole or use paint in the Rooms.
  - (7) Do not leave personal belongings in shared areas.
  - (8) Make efforts for saving electricity and water, and for prevention of crimes and disaster.
  - (9) Sort garbage before disposing and place them in designated collection point.
  - (10) Use the lounge for talking with guests (in general, 7:00 am to 10:00 pm). Do not let guests enter or stay overnight in the Rooms unless permission is obtained from the dormitory manager (hereinafter referred to as Manager) in advance for relation in the second degree (in general male) to help with moving in or out.
  - (11) All residents cannot refuse the entrance/inspection of the Manager to their room without any reason which is set in Article 21.
  - (12) All residents are required to follow any rules and regulations set by Sophia University.
- (Eligibility)

Article 3:

The following undergraduate and graduate students at Sophia University are eligible to live in Edagawa dormitory.

- (1) Degree students
- (2) Exchange students, Non-Degree students, Research students
- (3) Others who have been granted permission by the Deputy Director of Center for Student Affairs (hereinafter referred to as the Director)

(Application)

Article 4:

All persons who wish to live in Edagawa dormitory should apply by completing and submitting

prescribed application form on the website of Sophia University during the prescribed period.  
(Acceptance)

Article 5:

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. The residents may not request for or specify any particular room.
- 3 The Deputy 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.  
(Check-in Procedure)

Article 6:

Successful applicants must follow the prescribed check-in procedures and complete the payment of dormitory fees specified in Article 13.  
(Period of occupancy)

Article 7:

The maximum period of occupancy is 2 years starting from Move-in day specified in Article 8-2, paragraph 1, until the Move-out day specified in paragraph 2. Period of occupancy may be extended if approved by the Director.

- 2 The rules for the extension of occupancy prescribed in the preceding paragraph are specified separately.
- 3 The application for the extension of occupancy is acceptable during the prescribed period.  
(Move-in day and Move-out day)

Article 8:

The Move-in day at the start of period of occupancy 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 period of occupancy shall be September 10 for Spring Semester and March 20 for Autumn Semester.
- 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:

- (1) Delayed move-in without good reason
- (2) False and substantially misleading information in the application documents
- (3) Entrance fee is not paid by the date specified in admission procedures.

(Termination of Agreement)

Article 10:

The Manager will check the condition of equipment and the Room of a resident before move-out.

- 2 The resident shall be responsible for any defacements or other damages and the cost for repair will be deducted from the deposit.
- 3 Any leftover within the room and shared spaces will be regarded as relinquished by the owner and abandoned. Any fees for discarding the leftover will be charged to the residents.
- 4 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.  
(Withdrawal Procedure)

Article 11:

Residents must vacate the room upon termination of the agreement period as indicated in Article 8, paragraph 2 (on the move-out day if the Director has specified the date).

- 2 Residents must submit prescribed document (Notice of Leaving) to the Manager by 30 days before their Move-out if they wish to leave during the agreement period. If such document (Notice of Leaving) is not submitted, the residents must pay the monthly dormitory fee and Maintenance fee for the move-out month as well as those for the following month. If the move-out day is in the middle of a month, daily payment of the dormitory fee will not be accepted and full payment of monthly dormitory fee and Maintenance fee must be made for the move-out month.

(Termination by the House)

Article 12:

The individual may be dismissed from the House if the Director judges any of the following act applies:

- (1) Violation of any of Article 2 or any of Sophia Edagawa Men' s Dormitory Guidelines.
- (2) Disorderly conduct that interferes with the order and normal functions of the residential community.
- (3) Medical, health, or sanitary problem deemed detrimental to the well-being of community life in Edagawa dormitory.
- (4) Any behavior that may cause serious interference with operation and management of Edagawa dormitory.
- (5) Any behavior that is against the law, in the dormitory or outside.
- (6) Obtainment of any disposition of the University Regulations.
- (7) Offense of public order and morals.
- (8) Any behavior that is regarded as not suitable as a Sophia dormitory student.
- (9) Payment of entrance fee, deposit and monthly dormitory fees is overdue for three months or more.
- (10) Failure to satisfy financial obligations accrued in case of damage to and loss of Edagawa dormitory property.
- (11) Eligibility is lost.

2 Residents must vacate the room within two weeks if they become ineligible as residents due to cancellation of eligibility in accordance with preceding paragraph.

(Dormitory fees)

Article 13:

Dormitory fees mean entrance fee, deposit, monthly fee and maintenance fee, and the amounts are shown in Appendix 1.

(Entrance fee)

Article 14:

Entrance fee is paid once at move-in.

2 Entrance fee is nonrefundable for whatever reason.

(Deposit)

Article 15:

Deposit is paid at move-in as deposit to the University (free of interest), and will be refunded two months after the move-out month after deducting any liabilities incurred by the resident to the University from the deposit.

(Monthly dormitory fee)

Article 16:

The monthly dormitory fee is the charge for the Room.

(Management fee)

Article 17:

Management fees include general management expenses, hygiene costs, facility maintenance expenses, cleaning expenses for shared areas, and utility costs.

(Fees)

Article 18:

The residents shall pay the House fees for the next month by the 27th of the previous month. New residents must pay entrance fee, deposit and monthly dormitory Housing fee and Management fee for the month by the deadline specified in admission procedure.

2 No other rate (such as daily rate) is provided for the House fees.

(Edagawa Dormitory Fee Subsidy System)

Article 19:

Edagawa Dormitory fee Subsidy system is provided for applicants for Edagawa Men' s Dormitory who have financial hardship.

2 The Edagawa Dormitory Fee Subsidy students (hereinafter referred to as Dormitory fee subsidy students) shall be selected and decided by the Director of Center for Student Affairs up to two students for every academic year from applicants for the Edagawa Men' s Dormitory who have taken the Sophia University entrance examinations set for the following schools and have applied for the New Students Scholarship, satisfying the income criteria. The examinations are: special entrance

examination for Catholic high schools, admission by recommendation (designated schools and other than designated schools), special recommendation admission from affiliated high schools (Shizuoka Salesio Senior High School, Sophia-Fukuoka Senior High School) , Jesuit educational institutions (Eiko Gakuen Senior High School, Rokko Senior High School, Hiroshima Gakuin Senior High School) and Shanghai Japanese High School.

3 As to assist the management of the dormitory, The Dormitory Fee Subsidy Students will fulfill the following roles:

- (1) Plan and implement various events (gathering etc.) to foster the development of the dormitory culture.
- (2) Do orientation and other duties to welcome new residents to the dormitory.
- (3) Help and share information to other residents (Calling to keep shared areas clean, raising awareness about safety management, fire prevention and so on.)
- (4) Other matters necessary for the proper operation of the dormitory.

4 The Dormitory fees for Dormitory fee subsidy students are specified in Appendix 2

5 The Dormitory fee subsidy students shall submit documents on income to the Director at extension of occupancy period for examination of qualification. The selection and examination methods will be determined separately.

6 The Director will cancel the qualification of the House fee subsidy student if the student violates any of the Sophia Edagawa Men' s Dormitory Guidelines or any other rules and regulations of the dormitory and the pledge stated at admission to the dormitory.

7 If the qualification of Dormitory fee subsidy student is cancelled, the Dormitory fees will be changed from the following month as specified in Appendix 1.

(Management system)

Article 20:

The management of the dormitory will be conducted in time frame as specified in the following item by the person specified in each item.

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

(Room assignment)

Article 21:

The Director will assign the rooms for the residents

2 If temporary change of room is required or the Manager or the night guard (hereafter referred to as Manager) must enter the room for the maintenance of the room, fire prevention, sanitation and facility maintenance, the residents must follow instructions of the Manager.

3 The Manager may enter the rooms without prior permission of the residents for emergencies or urgent maintenances.

(Access to Facilities)

Article 22:

Residents may use the community room (lounge) from 7:00 am to 10:00 pm. It is strictly prohibited to leave personal belongings.

2 The Director may suspend the use of the community room if the residents misbehave in the area.

(Non-smoking)

Article 23:

Smoking is prohibited in all areas of Edagawa dormitory. Residents must refrain from the following:

- (1) Smoking on the premises of the dormitory or in the neighboring streets
- (2) Smoking behavior that harms or annoys the neighbors.

(Temporarily Staying Outside the Dormitory)

Article 24:

Residents must submit the Notice of Temporary Leave beforehand to the dormitory office in case of staying outside the dormitory for three days and more.

(Vehicles)

Article 25:

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

(Damage Liability)

Article 26:

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

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.

Supplementary Provisions

These Guidelines shall come into force on May 1, 2020.

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These Guidelines shall be revised and come into force on May 1, 2021 and will be applied from April 1, 2021.

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These Guidelines shall be revised and come into force on April 1, 2022.

Appendix 1 (Edagawa Men' s Dormitory)

|                 | Amount     | Detail  |
|-----------------|------------|---|
| Entrance fee    | 63,000 yen | Once when you move in (non-refundable)                |
| Deposit         | 63,000 yen | Once when you move in (normally refunded at move-out) |
| Monthly fees    | 63,000 yen | monthly   |
| Maintenance fee | 7,000 yen  | monthly   |

Appendix 2 (The Dormitory House fees for Dormitory House fee subsidy students)

|                 | Amount     | Detail  |
|-----------------|------------|---|
| Entrance fee    | -          | Exempted  |
| Deposit         | 63,000 yen | Once when you move in (normally refunded at move-out) |
| Monthly fees    | 33,000 yen | monthly   |
| Maintenance fee | 7,000 yen  | monthly   |

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.