

Sophia Edagawa Dormitory Regulations

Residents are expected to follow all regulations below and not to make any trouble to neighbors and other residents. These regulations will be updated if it is needed for the purpose of maintaining good dormitory life for all students.

(Eligibility)

Article 1: The following persons are eligible to live in the dormitory.

- (1) Full-time registered undergraduate and graduate students at Sophia University
- (2) Exchange students, non-degree students and research students
- (3) Those who have been granted permission by the Director of Center for Student Affairs (hereinafter called "the Director")

(Living rules)

Article 2: Residents are prohibited from making any noise within the dormitory and their room so as not to disturb other residents and neighbors.

Article 3: Facilities, equipment and appliances within individual rooms and common areas of the dormitory must be maintained in good condition at all time. Residents are not permitted to let other people use them and bring them outside the dormitory.

Article 4: Residents and their guests must be responsible for satisfying financial obligations accrued in case of damage to and loss of the dormitory property.

Article 5: No political and religious promotion and business activity are allowed in the dormitory. Any action against public order and good morals such as gambling is prohibited. If residents wish to hold a meeting or fundraising, consultation with the Center for Student Affairs should be done beforehand.

Article 6: No pet is allowed in the dormitory.

Article 7: No stove (electricity, gas, heating oil-type), electric blanket and so on, and iron can be brought into the dormitory.

Article 8: Personal belongings cannot be left in public space. Residents must keep his single room clean.

Article 9: Residents must bear in mind saving electricity and water, and always be careful of prevention of crime and disaster.

Article 10: Garbage must be categorized and disposed within the designated area.

(Management)

Article 11: Management of the dormitory is done as follows:

- (1) 7 am - 9 pm Office Hours by the manager
- (2) 9 pm - 7 am security guard stays in the office or does patrol.

Article 12: Kyoritsu Maintenance Co. Ltd. and Kyoritsu Financial Service Co. Ltd. are in charge of demanding payment of housing fee and maintenance services when moving in and out.

Article 13: Residents can meet visitors at the Conversation space between 7 am and 10 pm. Visitors are not allowed to enter and stay overnight in the single room. Parents and male brothers may enter the single room if residents consult at the office beforehand.

Article 14: Residents are required to move to another single room when the manager judges there occurs any need of maintenance of room.

(Facilities)

Article 15: Residents can use the community room on the 1st floor from 7 am to 10 pm without reservation. No personal belongings can be left in the room.

2. If the manager acknowledges the community room is not used in good manner, residents may be prohibited from using this.

(Non-Smoking)

Article 16: Residents are required to agree with non-smoking policy of the dormitory, smoking inside and around dormitory, and any smoking behavior that harms the neighbors.

(Curfew)

Article 17: Curfew is set at 0 am. Between 0 am and 5 am residents are not allowed to go out. If there is any specific reason, consult at the office.

(Staying out overnight)

Article 18: If residents stay overnight outside the dormitory, submit the specific application to the manager.

(Vehicles)

Article 19: No car and automobile parking is allowed within the dormitory and on the street near the dormitory. If residents wish to use a parking lot for bicycle, application to the Center for Student

Affairs must be made beforehand.

(Agreement period, extension of staying and leaving the dormitory)

Article 20: The period of occupancy is 2 years in general. Residents can extend this period once. As of the leaving after staying in the dormitory for 4 years, submit the specific form to the Center for Student Affairs one month before the leaving day.

(Initial costs)

Article 21: Below are the initial fees of housing costs.

- (1) Entrance fee: One-time payment when residents move in.
- (2) Deposit: After settling all expenses for moving out which is described in the article 23, some may be refunded if any..

*Entrance fee is not refundable at any case.

(Housing fees and maintenance fees)

Article 22: Housing fees and maintenance fees are automatically withdrawn from the bank account residents registered on 27th in advance of every month. Residents who do not pay these fees for more than 2 months are ordered to expel from the dormitory.

(Moving out/Expulsion)

Article 23: Before residents move out, the manager and residents must check the condition of room and facilities within the room altogether.

- (1) The manager and staff check the condition of room and may charge payment for defacements or other damages.
- (2) Any leftover within the room and shared spaces will be regarded as relinquished by the owner and abandoned.

Article 24: Residents are required to submit a specific form one month prior to their moving out. If they do not submit this, they are charged of hosing fee and maintenance fee for the month of moving out and for next month. No daily rate is provided

Article 25: Period of occupancy ends on September 11th in spring semester and March 21st in autumn semester.

Article 26: Residents may be ordered to expel from the dormitory under these conditions below:

- (1) Violation of any of the Guideline of the housing fees and Regulations.
- (2) Failure to satisfy financial obligations accrued in case of damage to and loss of the dormitory property
- (3) Disciplinary problem that threatens the living environment 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 the Director considers not suitable as residents
- (6) Any behavior that is against the law
- (7) Obtainment of any disposition of the University Regulations
- (8) Offense of public order and morals
- (9) Any behavior that is regarded as not suitable as a Sophia student

Article 27: Those who do not follow any rule of the regulations and violate the public order and morals of this dormitory are ordered to expel after advance notice.

Addendum: These Regulations are effective as of April 2005.

Addendum: These Regulations are effective as of February 2007.

Addendum: These Regulations are effective as of April 2019.