

Waseda Hoshien Guest House

1. Qualification of the residence

- ① Oversea students (University students, Research students and Graduate school students)
Except for the above, you need approval of the board meeting.
- ② All the resident of Waseda Hoshien are asked to become members of Waseda Hoshien, participate and cooperate for our events.

2. Period of residence

- ① The period of residence is limited to one year, and you need to apply for extension and approval in advance every year, when you extend to stay here.
- ② Even though during the term of contract, please confirm the contract every year. We will confirm you to obey our rule and qualification of the residence

3. Selection and procedure for decision permission

- ① Document inspection: resume, student ID and application form of Waseda Hoshien
- ② Interview: managing director and staff in charge of dormitory.
- ③ When you enter the dormitory: medical examination certificate (within 6 months), one joint surety who is a Japanese and lives around Tokyo.

4. Charges rules

- ① The enrolment fee of dormitory ¥30,000 (for one year)
When you renew the period of contracting, you need to pay ¥30,000 for the enrolment fee of dormitory once more. Absolutely No Refunds
- ② Rent fee: ¥50,000/month Utilities fee: ¥7,560/month (¥7,560/month)
However, rent and facility fee are reconsidered every year. (The year of odd number).
- ③ You pay the registration fee of Waseda Hoshien every year. (¥5,000)
The rent fee and Utilities fee of every month must be paid by money transfer on 27th of every month.
* If you lose your room keys, you will be charge ¥20000 for replacement fee.

5. Utility rules

- ① We prohibit non-resident (including your family) to enter any buildings.
(excluded lobby in No.3 & 5 building, rooms for researchers and You-I dormitory students)
- ② Non-resident can not use community-used areas (bathrooms, the kitchen, laundry and so on)
- ③ When you are away from our dormitory for more than 3 days, you should notify it at the dormitory desk.
- ④ You cannot make noise that disturbs others. (ex. playing musical instrument, loud stereo etc.)
- ⑤ We prohibit you to use any electric equipment (electric pots, micro waves and electric heaters) which needs a lot of electric power in your room.

- ⑥ When you use or bring heaters which are not Waseda Hoshien property, you need Waseda Hoshien permission to use or bring in your room in advance.
- ⑦ We prohibit you to use fire in your room. Please do not smoke in any buildings.
- ⑧ Do not leave any personal effects in the corridor, community-used area, kitchens and so on.
- ⑨ Waseda Hoshien is not responsible for lost or stolen.
- ⑩ You cannot take out equipment without our permission and remodel our property. (Including community-used areas)
- ⑪ You cannot rent each individual room, community-used areas, the property and equipment to non-resident.
- ⑫ Cleaning of individual room is the responsibility of each resident. Rooms are kept in good order. When you soil and break our equipment and property, you should inform Waseda Hoshien immediately.
- ⑬ Custodial staff must be admitted to individual rooms for regular inspection (Advance notice is given), and in case of emergencies, may enter without permission.
- ⑭ We prohibit you to keep of pets.
- ⑮ We prohibit you to hang of laundry and bedding in windows.
- ⑯ Resident aggressively should participate and cooperate events which Waseda Hoshien does.
- ⑰ We prohibit you to damage walls by posting things other than in designated locations. This includes posters in individual rooms.
- ⑱ Utensils in the kitchen must be washed and return to the assigned space. Please do not remove any communal items from kitchen without permission.
- ⑲ When you put out garbage, you should separate to burnable and unburnable and put them at the assigned place. (outside of 3rd building)
- ⑳ Each individual is responsible for replacing items he / she breaks it.
Resident is expected to follow all Waseda Hoshien rules. (Including participation in Fire and Emergency Drills are required)

6. Conditions for removal from the dormitory

- ① Resident who requests to leave the dormitory should submit the notice of checking out form at least a month before prior to the expected date of leaving.
- ② You should finish paying of all your debt to Waseda Hoshien before you leave the dormitory.
- ③ You should clean up your room and not leave any personal effects.
- ④ Waseda Hoshien will ask resident to leave the dormitory in case of the following.
 - i) when you are more than 2 months behind with rent fee without proper reasons
 - ii) when you stain social position of Waseda Hoshien and behavior against public order and standards of decency.
 - iii) when the doctor decided that you cannot be suited for community life.
 - iv) when you against this rules in daily life and do not obey directed, warning of Waseda Hoshien without proper reasons.
 - v) when your period of contract became to be expired.
 - vi) when you are not qualified to reside.