

The Regulations of Waseda Hoshien Guest House

1. Qualification of the residence

- ① Oversea students (University students and Graduate school students)

Except for the above, you need an approval of the board meeting.

- ② The resident needs to pay the Waseda Hoshien registration fee and is asked to 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..

- ② Even though during the term of a contract, please confirm the contract every year. We will confirm you 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:

- ③ When you enter the dormitory: medical examination certificate (within 6 months), one joint surety who lives in Japan.

After the interview, we will inform you of the result. We cannot answer the reason or details of the result.

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 the dormitory once more. No Refunds

- ② Rent fee: ¥50,000/month. The followings are included in the rent: the usage fees for a private room and common areas, furniture and fixtures, telephone equipment, air conditioning equipment, cleaning fees for common areas, and internet usage fees for common facilities.

- ③ Utility fee: ¥11,000/month. The followings are included in the utility: utilities fee for a private room and common areas, and internet access for a private room.

- ④ Registration fee of Waseda Hoshien every year.(¥5,000)

- ⑤ Linen fee:¥3,300(tax included)

- ⑥ The rent fee and Utility fee of every month must be paid by money transfer on 27th of every month.

- ⑦ If you lose your room keys, you will be charged ¥20,000 for the replacement fee.

5. Dormitory rules

- ① No one is allowed to be in the private room, except a resident, by 11p.m. and in a common space by 1 a.m.
- ② Please do not leave the kitchen while you are using the heat. Utensils in the kitchen must be washed and returned to the assigned space. Please do not remove any communal items from the kitchen without permission.
- ③ Cleaning in a private room is the responsibility of each resident. A room should be kept in good order. Garbage should be placed in the garbage storage according to the garbage classification.
- ④ Communal items rented with permission should be returned to the assigned place. Any items should be compensated by cash if it is broken or lost.
- ⑤ Waseda Hoshien is not responsible for being lost or stolen items neither in a private room or a common space.
- ⑥ A custodial staff may enter a private room for the regular inspection (an advanced notice will be given), and may enter without an advanced notice, in case of emergencies.
- ⑦ Participation in Fire and Emergency Drills is required.
- ⑧ A resident cannot use the lobby while it is being used by Waseda Hoshien.
- ⑨ Upon checking-out, your room will be inspected by Waseda Hoshien staff. Any private items left behind will be regarded as their ownership abandoned.
- ⑩ Residents are expected to follow all Waseda Hoshien regulations.

6. The followings are prohibited:

- ① Unapproved gatherings or parties
- ② Use of fire in a private room (heating or cooking). Smoking other than the designated place
- ③ Use of unregistered heating units (microwave oven, etc.)
- ④ Noise that disturbs others (Playing musical instruments, loud stereo volume, etc.)
- ⑤ Keeping of animals
- ⑥ Leaving personal items at community-used areas
- ⑦ Damaging walls by posting bills and posters other than the designated locations (including a private room)
- ⑧ Unauthorized removal or renovation of Waseda Hoshien property
- ⑨ Hanging laundry in windows
- ⑩ No emergency use of a room balcony and placing personal belongings on a balcony.

7. Long absence

If you are absent from the dormitory more than 3 days, submit a form of “Notice of Long Absence” to Waseda Hoshien Dormitory desk.

8. 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 the expected date of leaving. If not submitted by the due date, one month's charge will be required.
- ② You should finish paying off all your debt to Waseda Hoshien before you leave the dormitory. You should clean up your room and not leave any personal belongings.
- ③ Waseda Hoshien will ask a 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 the 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 are against these 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 a resident.