

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) and a joint guarantor of residence in Japan (seal certificate required at the time of contract submission) are required in principle.

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

4. Charges rules

- ① Fees are as follows, and residents are required to pay the monthly fee by the end of each month.
 - * The enrollment/renewal fee of dormitory: ¥30,000 (for one year)
 - * Registration fee of Waseda Hoshien: ¥5,500(for one year)
 - * Linen fee: ¥3,300(at the time of admission)
 - * Rent fee: ¥50,000(monthly)
 - * Utility fee: ¥13,200(monthly)
 - * Facility service fee: ¥9,900(monthly)
 - * The enrollment/renewal fees, registration fees, and linen fees once paid will not be refunded.
- ② If you lose your room keys, you will be charged ¥20,000 for the replacement fee.

5. Dormitory rules

- ① No entry to visitors. (Except for the 1st floor lobby of Building 5.) Residents are allowed to visit each other's rooms until 11 p.m., and each building's shared facilities until 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 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 by the windows of private rooms.
- ⑩ Use of the balcony and placing personal belongings there except during evacuation.

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 Before leaving the dormitory, please complete all payments, clean the room, and remove all personal belongings.
- ③ Waseda Hoshien may order you to leave the dormitory in the following cases:
 - 1) Failure to pay dormitory fees for 2 months or more.

- 2) Acts that damage the social standing of Waseda Hoshien or violate public order and morals.
- 3) In the event that a doctor determines that the person is not suitable for communal living due to illness.
- 4) Failure to comply with the usage regulations or other legitimate reasons, or failure to comply with the instructions or warnings of Waseda Hoshien.
- 5) When the contract period expires.
- 6) When you are not qualified to a resident.