

**Toyo Language School Student Dormitory**  
**Dormitory rules**

### \*\*\* Type of dormitory \*\*\*

Type	寮 名
Personal bedroom and shared utilities	Orange-Heim2DK, Sun-Kind, ROOMIE SAKONGAWA
Private room	2 <sup>nd</sup> dorm, 3 <sup>rd</sup> dorm, 5 <sup>th</sup> dorm, Seiwa dorm, Bay-Kind, Orange-Heim1K, and Bonai residence

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## **【Purpose】**

1. Following lifestyle and manner in Japan and living with safely, securely and comfortably
2. Having a great relationship by communicating with dormitory students
3. To understand the culture of Japan and other foreign countries and to see things from different international angles.

## **【Dormitory rules】**

### **1. Rules to follow in the dorm**

- 1) There is also a difference in your lifestyle habits between your home country and Japan. In dorm life in general, follow the advice, guidance and instructions of the dormitories and dormitories.
- 2) Communicate with students in dorm.
  - ① Let's positively greet yourself from other residents and neighboring residents.
  - ※ "Good morning", "Hello", "Good evening"
  - ② Please cooperate with each other when you have understand or when you are in trouble.
- 3) Next nuisance is prohibited. 【Lodging agreement Article 9 1】
  - ① Making loudly voices and sounds in dorm.
  - ② Talk, eat and drink in the hall and stairs in the building.
  - ③ Party
  - ④ Pets.
  - ⑤ Solicitation activities.
- 4) To prevent crime, lock the key when you leave your room.
  - ※ The dormitory does not take the responsibility such as theft or loss.
- 5) Throw away garbage following to the rules. 【Additional document for details】
  - ① Do not throw garbage frequently and never try to inside.
  - ② To separate garbage into "burnable garbage", "garbage not burned", "resource waste" and "coarse garbage".
  - ※ Coarse garbage is charged by reservation system.
  - ③ Protect the place, the date and time to throw away the garbage.
- 6) If you smoke, keep following the rules and manner. 【Additional document for details】
  - ① Smoking at a designated place.
    - \* When smell of cigarette sticks to room, it will be a large amount of damages.
  - ② After smoking, be sure to check fire fighting to prevent fire.
- 7) Bicycles are to be used while observing rules and manner.
  - ① Accepting one bicycle per one residence.
  - ② Bicycles must be registered for crime prevention at the time of purchase, and stickers designated by the dormitory should be affixed to the bicycle.
  - ③ Please keep cleaning the bicycle parking, and make sure your bicycle is locked.
    - ※ The dormitory is not responsible for any accident.
  - ④ In case of accident, contact school first

## **2. Do not invite outsiders to your room**

1) Be careful with unknown visitors. Do not agree to what you do not understand or do not sign documents.

※ Subscribing newspaper ... If unnecessary, refuse clearly.

※ Reception fee of NHK ... Public broadcasting If you own TV · Smartphone · PC that can receive NHK programs, you have an obligation to pay the fee.

2) As a rule, staying within a week as a minimum, submit "Application for relatives stay" to the school secretariat in advance.

※ Family is father, mother, brother, sister, spouse. (○=permit ×= prohibit)

	Type of dorm	Shared room	Own room
Visitor	Family	○	○
	Same sex friend	○	○
	Different sex friend	×	×
Stay	Same sex family	×	○
	Different sex family	×	○
	Others	×	×

## **3. Disaster & Crime prevention**

1) Careful handling with things that cause fire.

Ex) Cooker, iron, dryer, charger, outlet.

※ Gas appliances · electric stoves · oil stoves are prohibited to bring in room.

2) To prepare for a fire or an earthquake, remember the following things. Fire extinguisher installation location and method of use, evacuation route, evacuation place, communication method etc.

3) Residents are required to attend disaster prevention and fire drills conducted at the student dormitory.

#### **4. Building, facilities, and equipment**

- 1) Always organize, clean, ventilate and indulge in your room.
- 2) Shared room type of common room and equipment should be used equally between roommates. Also, cooperate with cleaning at least once a week.
- 3) Sleep on the mattress by always laying a bed sheet for dirt prevention.
- 4) If you find a breakdown in a building or facility, contact the dormitory staff.
- 5) The following is prohibited. Also, if damages are caused intentionally or negligibly to buildings and facilities, they will be required to pay compensations for damages. 【Residence Agreement Article 7,1,2】
  - ① Remodel and change the interior decoration and equipment.
  - ② Drill holes, paint on walls, floor, ceiling, joinery etc., on stick a sticker.
  - ③ Tobacco and other things, make dirty and stinky indoors.
  - ④ To enter the interior with dirty shoes.
- 6) Keep the key of the dormitory in good order, and in case you lose it, contact the person in charge of the dormitory.\* The cost of preparing the key when lost is borne by the residents.
- 7) Follow the instructions when a person related to dormitory enters for hygiene, fire prevention facility maintenance.
  - ※ Staff may enter the room without prior notice. There are times when they will take pictures.
- 8) Internet is contracted on a building basis. When one person uses a large capacity all of the dormitories Speed is reduced. Downloading large volumes of movies and games is prohibited.
  - ※ There are times when we limit or stop the dormitory room that is causing the speed to drop.

## 【Managements】

### 1. Prices

#### 1) **Price for dormitory** 【sheet : Art 2】

There is no refund for the cost of admission.

#### 2) **Deposit** 【contract sheet : Art.3 (deposit money)】

We will refund it after deducting debts such as recovery fee and water utilities cost with expenses deposited at dormitory. If there is no debt when leaving the dormitory, if you can clean the dorm room adequately, we will refund the full amount.

\* Refund will be made within 2 months from the withdrawal due date in the name of Jikei Space CO., LTD.

\* There is no refund at the time of withdrawal that does not expire the contract term. However, we will refund at the time of withdrawal on completion of graduation.

#### 3) **Cleaning price** 【contract : Art.4】

Clearing expenses has to be paid before entering the dormitory, which will cover cleaning expenses when you move out of the another dormitory.

#### 4) **Price for dormitory, water and light supply** 【contract: Art.5 (water, light supply 1.2.3.)】

We will issue "invoice for dormitory fee". We will prepay you for 3 months 'dorm fee and utilities' utility fee. ※ Water utility expenses are tentatively paid. We will request and adjust the difference with the table below.

Dorm name	Electrical	Water	Gas
Bay-Kind	Usage price	JPY 4,000	
Other	Usage price	Usage price	Usage price

### 2. Leaving dormitory or renewal of contract

#### 1) **Contract renewal** 【Article 1 of entrance agreement】

If you wish to live in the residence even after the contract term has expired, please do the following procedure.

① Please contact the secretariat to renew the contract before the deadline application by deadline date, to receive consent.

② The contract period to be renewed will be six months and pay renewal fee of half a month of the dormitory fee.

#### 2) **Application for withdrawal** 【Liaison Agreement Article 10】

If you wish to leave the contract period, please do the following procedure.

① Submit the "Residence Application Form" to the secretariat by the deadline of the application for lodging.\* If you wish to leave after the deadline, you will need to pay the dorm fee until the next departure date.

② to restore the dormitory to its original condition by the withdrawal date and to surrender it.※ Deposit date may be changed depending on the graduation ceremony or the last day of lesson.

Deadline application for leaving dorm		Deadline of leaving		Dormitory application deadline		Leaving dorm deadline
5/15	→	6/20		11/15	→	12/20
8/15	→	9/20		2/15	→	3/20

#### 3) **Surrender of the dormitory** 【Liaison Agreement Article 10】

When you leave the dormitory please surrender the dorm room as follows.

① Carry out all personal items, discard the garbage, clean the room, and return it to the state at the time of dormitory entry.

② Receive inspection of the dormitory together with officials in the dormitory and return the key.

③ If you have scratches, dirt, or other damages in the dormitory room or equipment except for aged deterioration, you must reimburse them.

### **3. Cancellation** 【dormitory contract : Art. 8 (midterm cancellation)】

Even during contract term, we will finish the contract like the case below.

- 1) Jikei-Space asked to the students to cancel with unavoidable circumstances before 3 months. All of rest of dormitory fee will be pay back to the students in this case.
- 2) Students can cancel with unavoidable circumstances like quit TLS or go to higher school or disease, with submitting "leaving the dormitory application sheet" one month before. If you do not submit the sheet, we acknowledge your leaving date as one month after the day sheet had submitted. In this case, you ought to pay the dormitory fee according to the term (every 3 months).

### **4. Cancellation of contract** 【sheet for enter dormitory : Art.9 (cancellation)】

Even though it is during the term of contract, the case below, we will cancel it.

- 1) The case of breach of contract or rules of dormitory, or behave troublesome way toward other students or neighborhood.
  - 2) Delay of payment for dormitory etc.
  - 3) Behavior of interference with our duties, or disobedience of dormitory or school staffs.
- ※Because of reasons above, we do not pay you back at all.

### **5. Other**

#### 1) Movement (transfer room in dormitory, transfer to other dormitory) 【entrance agreement Article 4.2】

As a general rule, we do not approve dormitory movement. However, if Oriental Linguistic College and JICKY SPACE CO., LTD have granted permission, and the following procedures are taken, we will allow dormitory movement.

- ①Submit "Application for Dormitory Movement" to the secretariat.
- ②Pay the cleaning fee at the residence.
- ③Pay the administrative fee ¥ 10,000 (consumption tax not included).

#### 2) Continue living dormitory after graduation

As a rule, continuing living at the dorm is not allowed. However, if Toyo language School and JIKEI SPACE CO., LTD have approved and accept the request, it may be possible to continue the dormitory.

- ①Submit the permission by deadline that you wish to continue dormitory.
- ②Depending on the number of newly entered residents and the number of dormitories, you may acknowledge that you can not continue dormitory.
- ③By academic career after graduation and time of decision, acknowledge that you can not continue living in dormitory.

### **6. Contacts**

Date	Place	Name	Cell phone
Mon to Fri 8:30~17:30 ※Except Sat and Sun	Toyo Language School	Seki (せき) Takagi (たかぎ)	03-5605-6211
Sat, Sun, holiday, night ※Only emergency	2 <sup>nd</sup> , 3 <sup>rd</sup> , 5 <sup>th</sup> .Seiwa, Orange heim,Bonal residence	Shindo (しんどう)	080-1001-0098
	ROOMIE SAKONGAWA	Fujiwara (ふじわら)	080-1346-0113
	Sun-kind	Ebihara (えびはら)	080-1246-1241
	Bay-kind	Hoshino (ほしの)	080-2240-2599