

## 学生会館規則（ENG）

### **Student Dormitory Regulations Bunka Gakuen Educational Foundation**

#### Article 1 (Purpose)

The purpose of these rules for the student dormitory is to maintain a wholesome living environment in which students can concentrate on their studies and develop a sound mind through living together.

#### Article 2 (Obligations)

Residents must be aware of their responsibilities as students and live together in a disciplined manner in accordance with the rules of the student dormitory. Residents are to show each other mutual respect, be responsible for their own actions and be considerate to those within the communal living environment while adhering to the rules.

#### Article 3 (Management)

1. The Facilities Management Office at Bunka Gakuen is responsible for the operation and management of the dormitory facilities.
2. Matters related to daily life guidance are the responsibility of the department in charge of the school to which the student is enrolled in.
3. Under the guidance of (1) and (2) above, the dormitory manager is responsible for the daily operation of the dormitory.

#### Article 4 (Eligibility)

Residents are defined as one who is enrolled in our school and are able to comply with the rules of the student dormitory.

#### Article 5 (Moving in the dormitory)

1. As a general rule, date of moving in the dormitory is April 1<sup>st</sup>. However, any changes shall be communicated.
2. As a general rule, the period of residence in the dormitory with a one-year contract (renewable every year until the year of graduation), and it is advised that you are unable to leave the dormitory within the year within the year until your contract expiry month (March).

#### Article 5 (Moving into the dormitory)

1. As a general rule April 1<sup>st</sup> is the date students can move into the dormitory. In the event of a change, notification will be given.
2. As a general rule, entry to the dormitory is on a one-year contract (renewable every year until the year of graduation). It is advised that it is not possible to leave the dormitory before the year contract is completed.

#### Article 6 (Curfew)

1. The dormitory will be locked between the hours 11:00 PM to 7:00 AM.
2. In the event a resident violates the curfew for reasons other than unavoidable circumstances, the dormitory manager will issue a severe warning and contact the school's relevant department in charge as well as the student's guardian. In the case there is no improvement despite repeated warnings, the resident will be expelled from the dormitory, regardless of the provisions in Article 15 (leaving the dormitory)

3. If a resident does not return home for the curfew time (11:00 PM) without prior notice, the dormitory manager may contact his/her parents or the police for safety reasons.
4. If a resident has to leave the dormitory before the opening time (7:00 AM) or return home after the curfew time (11:00 PM) due to a school related event, etc., be sure to fill out the designated application form and submit it to the dormitory manager with the signature and seal of the department or teacher in charge. Residents are expected to make every effort to make it back before curfew, even in the case of a school event.

#### Article 7 (Residence dormitory room)

1. Visitors to the dormitory are prohibited from entering the private resident rooms (this also includes parents or guardians. Visitors are only allowed in the lobby.)
2. Each resident is expected to be responsible for his/her own room key and is required to leave it with the dormitory reception when leaving the dormitory and collect it when returning to the dormitory. It is forbidden to make duplicate keys. In the unlikely event that your key is lost or damaged, it must be reported to the dormitory manager immediately.
3. In the unlikely event that a key or other equipment is damaged or lost it is the responsibility of the resident to cover the costs for repairs.
4. The dormitory rooms may not be used for any purpose other than that for which they were intended, nor may they be altered, nor may furniture be installed or removed.
5. Smoking in the dormitory rooms is prohibited. In the unlikely event that a resident is found smoking in their dormitory room, they will be subject to appropriate disciplinary action. In the case there is no improvement despite repeated warnings, the resident will be expelled from the dormitory, regardless of the provisions in Article 15 (leaving the dormitory). Smoking must be done in designated areas. Smoking under the age of 20 is strictly prohibited by law.
6. In the event that smoking in the dormitory room causes any smell, stain or other special problems, the resident is responsible to pay for the cost of repair and cleaning.

#### Article 8 (Training hall/Common living space) \*Common living space is limited to Fuchu International Student Dormitory

1. Open hours are from 7:00 AM to 11:00 PM. Please refrain from making loud noises.
2. Visitors are not permitted to enter.
3. No use of the room and or equipment other than for its intended purpose shall be permitted. Residents must not make alterations to the room including installing or removing equipment.
4. Eating, drinking, smoking, etc. are prohibited. In the event that odor or stains are left the resident is required to pay the repair/cleaning fees.
5. Please follow the rules among co-residents, and use the facilities in such a way to avoid problems with managing personal belongings and the use of equipment.
6. Clean up any trash generated during your use of the room. All personal belongings must be brought back to residents' personal rooms. Prolonged occupancy is prohibited.
7. If residents violate the rules and there is not improvement despite repeated warnings, you will be banned from using the training hall and common living space.

#### Article 9 (Overnight outings)

1. If you plan to stay out overnight (such as returning to your home country), you must submit the designated form to the dormitory supervisor at least one day in advance. If you do not submit the "Notification of Overnight Stay", you will be considered to have left the dormitory without permission.
2. If you are considered to have left overnight without permission, you will be reprimanded by the dormitory supervisor, and the school department in charge along with the residents' guardian will be

notified. In case of repeated violation, the resident will be subject to expulsion from the dormitory, regardless of Article 15 (Expulsion).

3. Residents are not allowed to stay out overnight except when returning home/home country temporarily, or for school events/outings. If there are unavoidable circumstances, please consult with the dormitory supervisor in advance. In the case of repeated overnight stay, despite the legitimacy of the "Notification of Overnight Stay" form, the dormitory supervisor or the school department in charge will confirm the reason behind repeated outings and contact the resident's guardian. This could lead to the school canceling overnight outings.

#### Article 10 (Communal living rules)

1. In the case of visitors, you will first need permission from the dormitory supervisors and visitation is limited to the lobby lounge from 9:00AM to 10:00PM.

2. Talking loudly so much so that it will disturb the neighbors and surrounding rooms are prohibited, even in private rooms. Other loud noises including TV and radio are also prohibited. In case of no improvement despite repeated warnings, residents will be punished accordingly, and will be subjected to expulsion from the dormitory regardless of the Article 15 (Expulsion).

3. Residents are not allowed on the balcony except in an emergency.

4. Drink responsibly and do not drink to excess. Japanese law forbids individuals under the age of 20 to drink alcohol, therefore is strictly prohibited.

5. There is no smoking except in designated smoking areas. Japanese law forbids individuals under the age of 20 to smoke, therefore is strictly prohibited. (Smoking in residents' private rooms are also prohibited.)

6. Do not bring dormitory equipment into your private rooms.

7. Residents must receive permission from the dormitory supervisor before posting any posters or notices in the dormitory.

8. Residents must lock their doors when leaving their private rooms.

9. Do not borrow or lend money unnecessarily while living at the dormitory.

#### Article 11 (Time Management)

1. Open hours for visiting other residents' private rooms are from 7:00AM to 11:00PM.

2. Open hours for dormitory facilities are from 7:00AM to 11:00PM. (This includes Lobby lounge, Common Livingroom, Training Hall, Reading Space, News and Media Corner, Laundry Room, etc.)

\*Operation times may change according to management

#### Article 12 (Safety, Health, and Sanitation)

1. When relevant parties enter residents' private room, with the accompaniment of the dormitory supervisor, for the purpose of fire prevention and safety, residents must comply with the dormitory supervisors' orders.

2. All residents must participate in disaster prevention drills (e.g. evacuation training) based on the Japanese Fire Service Act.

3. In case of fire, theft, or other accidents, contact the dormitory supervisor and receive follow-up instructions immediately.

4. In case of sudden illness or feeling unwell, contact the dormitory director immediately.

5. To prevent fires, refrain from using devices that do not use electricity (such as table-top portable gas stoves and oil heaters).

6. Pets and other animals are not allowed in the dormitory.

7. For security reasons (e.g. fall prevention), windows in the dormitory are equipped with stoppers. It is strictly prohibited to remove said stoppers without the permission from the dormitory supervisor, except in an emergency.

8. It is strictly forbidden to operate any dormitory equipment other than what is mentioned in 7) without the permission of the dormitory supervisors.

#### Article 13 (Vehicles)

It is prohibited to bring or ride a car, motorcycle, or moped (motorized vehicle) into the dormitory. parking, stooping or leaving vehicles unattended in the parking lots of nearby facilities or on the streets is also prohibited.

#### Article 14 (Bicycles)

1. If a resident wishes to use a bicycle, please submit a "Request for Permission to Use" form to the dormitory supervisor, and be sure to put the "Permission Sticker" on the bicycle before using. Bicycles without a "Permission Sticker" are not allowed. Bicycles must be parked in the designated parking lot. It is strictly prohibited to leave bicycles unattended in the neighborhood.

2. If a resident cannot abide to the rule noted above, the dormitory supervisor will give a stern warning and contact the department in charge at the school. In such cases, the use of bicycles may be prohibited.

#### Article 15 (Permanent Leave)

1. In principle, a resident is not allowed to stop living at the dormitory during that academic year.

2. In case of withdrawal or expulsion during the academic school year, where a resident is required to leave, residents must submit a sign-out form along with a "Agreement form" signed by a parent or guardian. Residents must also leave within a month of the withdrawal or expulsion date.

3. If the reason for leaving is withdrawal or expulsion, residents will not be refunded any advanced payment. In addition, residents must pay the full amount of dormitory fees until the end of the contract.

4. When completing the departure process, residents must receive an inspection of their private rooms by a dormitory supervisor. In the case of equipment being damage or lost, residents will be charged for the repair fees.

5. Residents who fail to pay their dormitory fees for six months will be subject to expulsion from the dormitory, and must pay their fees for the period of their stay.

6. If it is determined that a resident has violated the rules and regulations, seriously disrupts the order, or violently deviated from the use of the dormitory as a resident (such as when a resident no longer regularly resides in the dormitory without reasons), the resident will be subject to expulsion from the dormitory, regardless of the limitations of Article 15-1).

7. In principle, the deadline for leaving the dormitory in the month the contract expires is March 20<sup>th</sup>. However, this does not apply in cases where there is a legitimate reason such as "finding a job", "going on to higher education", or "returning home". For the month in which the contract expires, the last day of stay will be considered the 20<sup>th</sup> and will be regarded as one month, and March 21<sup>st</sup> to the 31<sup>st</sup> will be considered a preparation period for new residents for the following year. In order to facilitate the preparations for the next year's new residents, please be sure to inform the dormitory supervisor of your departure date at least one month in advance.

8. Residents who are found to be unfit to live in the dormitory due to long-term medical treatment or health reasons may be subject to withdrawal from the dormitory.

#### Article 16 (Leave of Absence from School)

In the case where a resident chooses to take leave of absence from school, residents must leave the dormitory within one month of the date of the leave of absence, regardless of Article 15-1). Residents

who plan to take a leave of absence must inform the department in charge at their school, as well as notifying and submitting a “Notice of Withdrawal from Dormitory” to the dormitory supervisor. Residents taking a leave of absence must leave on the basis that they are no longer able to maintain a living environment in which they can devote themselves to their studies as described in Article 1. In addition, dormitory fees are as described in Article 15-3).

#### Article 17 (Others)

1. Residents are required to submit a “Application for a Part-Time Job Form” to the dormitory supervisor if they wish work a part-time job.
2. Residents should consult their parents/guardians before getting a part-time job and work within the limits (e.g. curfew) that do not interfere with schoolwork or dormitory life (the same applies to part-time jobs during long breaks such as summer vacation).

#### Article 18 (Amendment and Abolition of Rules)

1. Matters not covered by these regulations shall be decided within the scope of socially accepted norms and in light of the school’s academic regulations.
2. Amendment and abolition of these rules shall be decided after consultation with relevant parties.

#### (Additional Clause)

1) The regulations are in effect from March 25, 2012.

#### (Additional Clause)

1) The regulations are in effect from January 1, 2014.

#### (Additional Clause)

1) The regulations are in effect from September 1, 2014.

#### (Additional Clause)

1)The regulations are in effect from June 1, 2015.

#### (Additional Clause)

1)The regulations are in effect from April 1, 2022.

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