学生会館規則（ENG）

Student Dormitory Regulations
Bunka Gakuen Educational Foundation

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. 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. Only students of Bunka Gakuen are eligible to live in the dormitory.
The standard contract is for one year, starting in April of each year. As a rule, students are not allowed to move out of the dormitory other than the month in which their contract expires (March).

2 : Use of Facilities and Equipment

※Subject to change depending on operations

Management Office (Dormitory Manager) Reception	7:00AM ～ 11:00PM	Except in case of emergency, please receive parcels and various notifications and communications during the office hours. (The dormitory manager and housekeepers are outsourced to Kyoritsu Maintenance Co.)
Open Hours	7:00AM ～ 0:00AM	If a resident has to leave the dormitory before the opening time, please apply to the dormitory manager at least one day before. If a resident is unavoidably late for the curfew time, be sure to contact the dormitory manager. ※If a resident does not return home after curfew without prior notice, the dormitory manager may contact his/her parents or the police for safety reasons.
Training Hall	7:00AM ～ 11:00PM	Please avoid disturbing other dorm residents by making loud noises. Visitors are not permitted to use these facilities.
Laundry Rooms	7:00AM ～ 11:00PM	Payment is required.
Meeting with Visitors	9:00AM ～ 10:00PM	Available only in the Lobby Lounge.
Visiting other residents' dorm rooms	7:00AM～ 11:00PM	Access to dorm rooms of the opposite sex is strictly prohibited.

3 : Management

・Matters related to daily life guidance are the responsibility of the department in charge of the school to which the student is enrolled in.

・The Facilities Management Office at Bunka Gakuen is responsible for the operation and management of the dormitory facilities.

・Resident dorm managers and management along with payment of dormitory fees are outsourced to Kyoritsu Maintenance Co.
・The dormitory manager is responsible for the daily operation of the dormitory.

4 : Common Living Rules

(1) Entering and Leaving Dormitory

When leaving and returning to the dormitory, please be sure to enter and leave the dormitory by holding the IC key over the IC key reader at the entrance.

Duplicate keys are not allowed. In the event that a key is lost or damaged, please report it to the dormitory manager immediately and follow the prescribed procedures.

※A reissue fee will be charged.

(2)Dormitory Room Lock

Residents must lock their doors when leaving their private rooms. Please take care of their own personal belongings and valuables.

(3)Waste Disposal

Please follow the rules for separating garbage and dispose of it in the designated areas. Garbage separation differs from municipality to municipality, so please check with the dormitory manager.

(4)Disaster Prevention Drills

Please be sure to participate in disaster prevention drills (evacuation drills, etc.) in accordance with the Japanese Fire Service Act.

(5)Safety and Inspection

For the purpose of fire prevention and safety, the dormitory manager may be present to allow relevant parties to enter residents' private rooms for inspections, etc. To prevent fires, refrain from using devices that do not use electricity (such as table-top portable gas stoves and oil heaters).

For security reasons, windows in the dormitory are equipped with stoppers. It is strictly prohibited to remove the stoppers without the permission from the dormitory manager except in an emergency.

(6) Emergency

In case of fire, theft, other accidents or sudden illness, contact the dormitory manager immediately.

(7) Overnight Stay

If a resident plans to stay out overnight, he/she must submit the "Notification of Overnight Stay" to the dormitory manager at least one day in advance.

No long-term overnight stays are permitted except for returning home or temporary return home.

※If the "Notification of Overnight Stay" is not submitted, the resident will be considered to have left the dormitory without permission.

(For "Dormy Iogi", there is an application field for "Overnight stay notification" and "Overnight stay at a friends" in the dormitory student application, however, its no possible to apply for overnight stay via the app.

If a resident stays out overnight without permission, his/her parents or guardians or the police may be contacted to ensure his/her safety. The following day, the dormitory manager will give the resident a severe warning and may contact the department in charge at his/her school and his/her parents or guardians.

(8) Part-Time Jobs

Residents are required to submit an "Application for a Part-Time Job Form" to the dormitory

manager if they wish to work a part-time job.
Please work within the limits (e.g. curfew) that do not interfere with schoolwork or dormitory life.

※Residents cannot have a part-time job that is prohibited by the school.

(9) Courier Service

The dormitory manager will pick up and keep the items on residents' behalf. Please come to pick up the items during the reception hours.

Please pick up cool delivery or cash-on-delivery (COD) items directly from the courier company.

(10) Dormitory Meetings, etc.

Please be sure to obtain permission from the dormitory manager before displaying assemblies, posters, etc. in the dormitory.

(11) Bicycles

If a resident wishes to use a bicycle, please submit a "Request for Permission to Use" form to the dormitory manager, and be sure to put the "Permission Sticker" on the bicycle before using.

Bicycles must be parked in the designated parking lot. It is strictly prohibited to leave bicycles unattended in the neighborhood.

Bicycles must be locked. The school will not be responsible for any tampering or theft of bicycles in the bicycle parking lot. Cars, motorcycles, mopeds, etc. are not allowed in the parking lot. It is also strictly prohibited to leave those vehicles unattended in the neighborhood.

5 : **Prohibited**

(1) Disruptive Behavior

Do not leave personal belongings in common areas such as the practice room. Residents are responsible for any loss.

Please be sure to clean up after using the rooms. If residents do not follow the rules, they will be banned from using the rooms.

Even in the dormitory room, please refrain from loud TVs or conversations that may disturb the surrounding rooms and neighbors. Avoid causing any inconvenience.

No one is allowed to go out on the balcony except in an emergency. (except for "Dormy Iogi").

Acts prohibited by law, such as the use of designated drugs, violence, and theft, are strictly prohibited.

Pets are not allowed in the dormitory.

(2) Smoking

Smoking in the dormitory rooms is prohibited. Smoking must be done in designated areas.

※In the event that smoking in the dormitory room causes any smell or stain , the resident is responsible to pay for the cost of repair and cleaning when leaving the dormitory.

(3) Dormitory Rooms and Other Structures

No changes may be made to the existing conditions of the dormitory rooms or common areas such as the practice rooms. (e.g. removal of existing fixtures)

※ If there are any defects in the walls or floors of common areas such as bedrooms and practice rooms, the cost of repairs will be charged at the time of leaving the dormitory.

(4) Others

Do not lend or borrow money in the dormitory.

The opposite sex is strictly prohibited from entering dormitory rooms.

Drinking alcohol is prohibited except in private dormitory rooms. Drinking alcohol is not allowed in common areas.

※Smoking and drinking under the age of 20 is prohibited by law. Meals in the practice room are prohibited.

6 : Moving into the Dormitory

(1) Penalty for Contract Breach

In the event that a resident cancels entry into the dormitory for personal reasons, a cancellation fee will be charged in accordance to the Bunka Gakuen Student Hall Entrance Contract/Application for Entrance into the dormitory/Pledge.

Filing Date	Amount of Money
From the completion of the contract procedure to the end of December	50,000 Yen
From January 1 to the end of January	100,000 Yen
From February 1 to the end of February	150,000 Yen
From March 1 to the end of March	200,000 Yen

※ Not applicable in the case of a student who declines school admission or, in the case of an international student, whose status of residence has not been accepted and who is not allowed entry into Japan.

7 : Leaving the Dormitory

(1) Notice of Withdrawal from a Dormitory

If a resident is to move out of the dormitory for reasons such as withdrawal from school, you must submit a noticed of withdrawal to the dormitory manager one month prior to the departure date.

① In case of withdrawal, please move out of the dormitory within one month from the date of notification to the school.

② In case of leaves of absence from school, please move out of the dormitory within one month from the date of notification to the school.

③ In case of expulsion, please move out of the dormitory promptly.

(2) Penalty for Contract Breach

In case of moving out of the dormitory for personal reasons, cancellation fee will be charged.

Cancellation fee will be 2-months dormitory fee (the month following the date a resident submit the notice of withdrawal and the month after next)

(The cases of withdrawal, leave of absence and expulsion are not applicable)

The deadline for leaving the dormitory for the month in which the contract expires is March 20th. The period from March 21st to 31st will be a preparation period for new dormitory students. Be sure to submit the notice of withdrawal to the dormitory manager one month ahead of the date of moving out.

Please be sure to have the dormitory room and equipment inspected by the dormitory manager and complete the handover procedures.

8 : Expulsion from a Dormitory

- In case of repeated breaking of the rules of **2 : Use of Facilities and Equipment** and **4 : Common Living Rules**
- In case of continuous repeated nuisance behavior of **5** : **Prohibited**
- When a criminal act is committed
- In case of failure to pay the dormitory fee for three months after the designated due date (the dormitory fee for the period of the stay must be paid)

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