

# Sophia Soshigaya International House Guidelines

Established April 1, 2012

Revised February 1, 2018

October 1, 2019

May 1, 2020

## **(Purpose)**

Article 1:

This Guideline sets forth the requirements concerning the operation of Sophia Soshigaya International House (hereinafter called the House).

2. All residents must observe the guidelines.

## **(Eligibility)**

Article 2:

The following persons are eligible to live in “the House.”

- (1) Full-time undergraduate and graduate students at Sophia University
- (2) Faculty and staff members of Sophia University (including visiting professors)
- (3) Others who have been granted permission by the Deputy Director of Center for Student Affairs (hereinafter called the Director)

## **(Period of occupancy)**

Article 3:

The period of occupancy is 2 years or less as specified by the Director. Period of occupancy may be extended if approved by the Director.

2. The rules for the extension of occupancy prescribed in the preceding Paragraph are specified separately.

## **(Application)**

Article 4:

All persons who wish to live in “the House” should apply by completing and submitting prescribed application form on the website of Sophia University during the prescribed period.

## **(Acceptance)**

Article 5:

The Director shall make the final decision on application approval following selection procedures.

2. The Rooms for the residents shall be assigned by the Director. The residents may not request for or specify any room.
3. The Director may order residents to change to a different room after moving into the dormitory when deemed necessary for the operational management of the dormitory.

## **(Check-in Procedure)**

Article 6:

Successful applicants must follow the prescribed check-in procedure and complete the payment of dormitory fees specified in the following Paragraph.

## **(House Fees)**

Article 7:

Residents must pay entrance fee, deposit, and room fee (hereafter referred to as dormitory fees) for the month upon occupying the room. The deposit shall be paid as deposit to Sophia University (free of interest) when moving in and the balance shall be refunded at the end of two months following the move-out month after subtracting any liability related to the House incurred to Sophia University by the student moving out

2. Residents must pay the prorated amount of the dormitory fee due for the month when moving in or moving out in

mid-month. The calculation shall be the dormitory fee for move-in or move-out month divided by 30 and multiplied by number of days resided (includes move-in and move-out days)

3. Residents must pay for the room even if away on vacation, home visits or for any other reason.
4. Residents must pay utility expenses according to the charges assessed by the House.
5. As a rule, the dormitory fees are nonrefundable.
6. The amount of entrance fee and deposit as well as payment deadlines and procedures will be determined separately.

### **(Cancellation of Acceptance)**

Article 8:

The Director may cancel the acceptance agreement if any of the following applies:

- (1) Delayed move-in without good reason.
- (2) False and substantially misleading information in the application documents.
- (3) House fees are not paid by the date specified in admission procedures.

### **(Residents' Responsibilities)**

Article 9:

All residents are required to observe the following rules and regulations upon entering the House.

- (1) The use of the assigned room (hereinafter referred to as Room) by guests and visitors is prohibited.
  - (2) All furniture and appliances must stay in the Room and cannot be moved elsewhere.
  - (3) Facilities, equipment and appliances in individual Rooms and common areas of the House must be maintained in good condition at all time. Unless authorized, residents are not permitted to use them for any purposes other than for which they are intended. Alteration and decorations are prohibited.
  - (4) Precautions must always be taken against fire and other emergencies. Residents should avoid any behavior that may result in such events.
  - (5) The House requires all residents to comply with room entry for reasons of fire prevention, sanitary inspection, maintenance and safety checks of the facilities.
  - (6) All residents must refrain from staying long hours, talking loud and making noise in areas and streets close to House.
  - (7) All residents are not allowed to hold any political activities, gambling, business activities, or fund raising.
  - (8) No pet is allowed.
  - (9) All residents are required to observe the rules and regulations established by the House to ensure the safety of the facility buildings and to enable the House to serve its underlying purposes.
2. When acceptance is approved for moving in as set forth under Article 5, residents are informed about rules and regulations of living in the House other than those stated in the items of the preceding paragraph. Residents shall strictly observe these rules and regulations.

### **(Damage Liability)**

Article 10:

Residents should immediately notify the House office of damage to or misuse of facilities and loss of furniture or appliances.

2. Whether intent or neglect, individuals responsible are held liable for all damages and losses specified in the preceding paragraph, and for payment of assessed costs for repair and replacement.

### **(Termination of Agreement)**

Article 11:

Residents must vacate the room upon termination of the agreement period as indicated in Article 3.

2. Residents must vacate the room within one week if they become ineligible as residents due to cancellation of eligibility specified in the following Article.
3. Residents must submit Notice of Leaving by 30 days before their Move-out if they wish to leave during the agreement period
4. If Notice of Leaving is submitted less than one month before the intended Move-out day, the residents must pay the

Housing fees for the one month counted from the day the Notice of Leaving is submitted.

5. In the preceding two paragraphs, if the move out is in mid-month, the residents must pay the Housing fees calculated in accordance with paragraph 2, Article 7.

### **(Termination by the House)**

Article 12:

The individual may be dismissed from the House if any of the following applies:

- (1) Failure to make monthly payments of Housing fees for 2 months from the day of occupancy.
- (2) When the utility charges for electricity, heat, and water are overdue for more than 3 months.
- (3) Violation of the terms of residents' responsibilities under Article 9 (1).
- (4) Failure to satisfy financial obligations accrued under Article 10 (2) in case of damage to and loss of the House property.
- (5) Disorderly conduct that interferes with the order and normal functions of the residential community.
- (6) Disciplinary problem that threatens the living environment of the residential community.
- (7) Medical, health, or sanitary problem deemed detrimental to the well-being of community life in the House.
- (8) Any behavior that is against the law, in the dormitory or outside.
- (9) Obtainment of any disposition of the University Regulations.
- (10) Offense of public order and morals.
- (11) Any behavior that is regarded as not suitable as a Sophia student.
- (12) Eligibility is lost.
- (13) Any behavior that may cause serious interference with operation and management of the House.

### **(Withdrawal Procedure)**

Article 13:

If residents should vacate the House, they need to complete the formal procedure.

2. Before moving out, residents must follow the check-out procedures and settle their outstanding balance.
3. All residents who leave the House are required to agree to the following:
  - (1) The Manager checks the condition of room and may deduct the cost for defacements or other damages from the deposit.
  - (2) Any leftover within the room and shared spaces will be regarded as relinquished by the owner and abandoned. Any fees for discarding the leftover will be charged to the residents.
4. If any discrepancies are found as result of the inspection, the occupants shall pay for any damage to or misuse of the House property whether by intent or neglect.
5. At move-out, residents may not request for redemption of expenses incurred for the rooms or remodeled equipment or ask for payment of removal expenses, compensation for eviction, or concession money or demand for buying out remodeled equipment paid and installed by the residents in the rooms.

### **(Access to Facilities)**

Article 14:

Facilities, equipments, furniture and appliances in common areas are available to residents and nonresidents for the general use after completing the prescribed procedure.

### **(Room Inspection)**

Article 15:

The Director may reserve the right to order room inspection by a third party if judged as necessary.

### **(International Exchange)**

Article 16:

Residents will have opportunities to take part in a variety of activities that promote cross-cultural exchange and help broaden their circle of acquaintances with students from other universities, local people, and volunteers. Through such activities, the House aims to foster intentional understanding and nurture the spirit of international cooperation among the

residents.

**(Living Group System)**

Article 17:

Living Group System has been established for building multi-cultural community and promoting international exchange.

2. Necessary matters concerning the working plan for Living Group system are determined separately.

**(Changes in the Guideline)**

Article 18:

Sophia School Corporation reserves the right to amend or delete this Guideline based on its prescribed procedure.

Supplementary Provisions

These Regulations shall come into force on April 1, 2012.

Supplementary Provisions

These Regulations shall be revised and come into force on February 1, 2018.

Supplementary Provisions

These Guidelines shall be revised and come into force on October 1, 2019.

Supplementary Provisions

These Guidelines shall be revised and come into force on May 1, 2020.

Note: The English translation is provided for information. The original Japanese version remains the sole official version. If there is any discrepancy between the two versions, the Japanese original should take precedence.