

## **Rules and Regulations for Waseda University Exchange Students' Dormitories**

The following rules and regulations apply to 'Waseda University International Student House', 'Waseda Hoshien, and 'Nishi-Waseda International Student House' which is operated by Waseda University Property Management Corporation (hereinafter referred to as the "WUPM"). In addition to the various rules and regulations stipulated by each dormitory, the following rules must be strictly observed by all international students living in Waseda University Exchange Students' Dormitories. If you commit an infringement of the contents of the following rules, you may be ordered to leave the dormitory. The rules and regulations are subject to change without prior notice. All residents in the dormitories are subject to the rules and regulations as updated and posted on the website of the RLC. The change will be informed by a written notice posted in the dormitories.

### **[1.Regulations]**

All residents must follow the rules stated here and "Dormitory Agreement" which you sign after the assignment of the dormitories.

### **[2.Tenants]**

Residence in Waseda University Exchange Students' Dormitories is limited to the applicant listed in the "Dormitory Agreement". Occupancy of the room by any other person is strictly forbidden.

### **[3.Duration of Residence]**

The period of residence is listed in the "Dormitory Agreement". As a rule, you are not permitted to change or extend your period of stay.

### **[4. Changing Room/ Dormitory]**

You are not permitted to change your room to another one in the same dormitory or one in another dormitory. However, in case it is necessary to change the dorm/dorm room due to operational reasons of the dormitory, you will agree to the instruction from the management of your dormitory or the RLC regardless of whether such change happens prior to, on or after your move-in date. In the event that you decide to move out of the dormitory due to the change, you need to pay an early cancellation fee (as designated on the Agreement) to the dormitory.

### **[5. Moving Out]**

When moving out of the dormitory, you are required to submit a notice of moving out to the RLC by using the designated web form one month prior to departure. You must inform the RLC of the exact date you expect to leave. Please make sure to submit it well in advance. Once the "Notice of Moving Out" is submitted, you may not withdrawal the notice of moving out.

\*You may not move out of the dormitory on Saturdays, Sundays, and National holidays since the management of each dorm is off.

### **[6. Prohibited Behavior]**

**The following behavior may result in punishment including expulsion from the dormitory.**

1. Failure to comply with a request, a direction, and an instruction from Waseda University, the management of each dormitory (including dormitory managers, dormitory staff (Hoshien), management company (WUPM), security guards) or the Resident Assistants.
2. Letting a non-resident in the dormitory. (A 'non-resident' includes a resident of other exchange students' dormitories. Regarding family members, basically, you can invite your father, mother, or sibling only. In addition, they need to show their ID to the management to prove the family relationship with you. For details, please ask the management of your dormitory and follow the rules at each dormitory.)

3. Allowing a non-resident (including your family member) to stay overnight in your room.
4. Entering restricted area in your dormitory or area in other exchange students' dormitories that is restricted only to the residents.
5. Making a copy of your room key or a key to a facility in the dormitory.
6. Lending your room key or a key to a facility in the dormitory to others.
7. Subleasing your room or any equipment or facility in the dormitory to any third party other than dormitory residents.
8. Having a pet (all type of animals, fish or insects)
9. Making noise in your room, common area in the dormitory, or around the dormitory. (Be sure to control the volume of the television, any audio devices, any video-game instruments, any electric device including a PC, any musical instrument or suchlike, and the sound of your voice or from moving things late at night and early in the morning in order to avoid disturbing the other dormitory residents and neighbors.)
10. Disturbing others via the consumption of alcohol or violence.
11. Disturbing other residents in the dormitory, dormitory management, or neighbors.
12. Violating any Japanese laws or disturbing others by mischievous behaviors regardless of whether inside or outside the dormitory.
13. Manufacturing or storing firearms, swords, or items that are against Japanese laws and regulations, etc., or explosive or ignitable hazardous materials.
14. Smoking cigarettes (including electronic cigarettes) in non-smoking areas.  
**【Smoking Areas】**  
 Waseda University Student House: No smoking is allowed on the premises.  
 Waseda Hoshien: Outside of Building No. 5  
 Nishi Waseda International Student House: The back of the laundry room on the 1st floor.
15. Making any changes or alterations to the dormitory buildings, equipment, or rooms, including remodeling or wrecking. (e.g., changing wallpaper, installing hooks and/or nails into the wall, post, or tile etc.)
16. Using the dormitory internet to access illegal websites or download illegal files or data.
17. Occupying or misappropriating common areas or common-use equipment. (Please use outlets in your own room for charging a phone, etc.)
18. Leaving your belongings in the corridors, entrance hall, or other common use areas.
19. Taking shared equipment into private rooms or taking it in other place without permission (e.g., Taking a shared pan in the 3<sup>rd</sup> floor kitchen to the 4<sup>th</sup> floor kitchen without permission.)
20. Failure to clean the common kitchen after use. (Leaving plates, bowls or food out etc. If you cannot keep this rule, it may result in the prohibition on the use of kitchen.)
21. Eating or drinking other resident's items in the common refrigerators. (Please write your name on your own food and drink).
22. Posting printed materials such as flyers, brochures, posters, or the like, that are not approved by the RLC or the management. (Putting up unauthorized printed materials on the bulletin boards in the dormitory is included.)
23. Engaging in any commercial activity such as sales and solicitation of customers or any equivalent act in the dormitory or inside the dormitory property.
24. Any other behaviors that the RLC and the management find it inappropriate for communal life.

## **[7. Rent]**

You are required to pay the exact amount of monthly rent by the stipulated date. Rent can be paid either in cash or through automatic withdrawal from your bank account. Payment by credit card is not permitted. The payment method and schedule vary from dormitory to dormitory, so please check Q23 of 'FAQ (Exchange Students' Dormitories)' from the following URL.

[https://www.waseda.jp/inst/rlc/assets/uploads/2021/05/FAQ\\_en.pdf](https://www.waseda.jp/inst/rlc/assets/uploads/2021/05/FAQ_en.pdf)

\*The option for payment by automatic withdrawal is limited to bank accounts within Japan; automatic withdrawal from overseas bank accounts is not possible.

\*If rent remains unpaid for three months, you will be forced to evict and your faculty and home university will be notified of the forced eviction.

### **[8. Notice of Long Term Absence]**

For any reason, if you are absent from the dormitory for more than 3 days, you are required to submit the “Notice of Long Term Absence” to a person in charge below. You must inform him/her of your destination, period of absence and a phone number, etc. The “Notice of Long Term Absence” must be submitted as designated by the management of each dormitory. Before leaving for a long term, you are asked to tidy your room and secure your valuables.

\*You are accountable for each month rent even in case of long term absence. Monthly rent will not be prorated even if you are absent for a long term.

**-Waseda University Student House: Dormitory Manager**

**-Waseda Hoshien: Dormitory Desk**

**-Nishi-Waseda International Student House: Dormitory Manager**

### **[9. Other Important Points]**

1. Lines and the bedding set are things that you rent. Please return them when moving out. You will have to pay the actual fee of the lines and the bedding set if you take them with you or dispose them when moving out.
2. For security reason, you are asked to take responsibility for storing your own valuables. (Waseda University, the RLC, the management, and the Residence Assistants are not responsible for lost items.)
3. The Tokyo Metropolitan Government requires all bicycle riders to enroll in insurance (such as bicycle casualty insurance) to ensure that they can pay for any damage or injury to others if the rider is involved in a cycling accident. Please check the terms of the insurance plan you are enrolled in and make the necessary adjustments, or purchase cycling insurance.
4. You must register your bicycle, even if you get it as second-hand from others.
5. You are responsible for sorting your own trash.
6. If you break or damage dormitory equipment, you will be responsible for all repair or replacement fees.
7. Any belongings left behind after termination of the Agreement on Entering your dormitory or after moving out will be promptly disposed of without exception as it shall be deemed that you have consented to waive ownership of your belongings in the dorm room. Waseda University, the RLC, the management, and the Residence Assistants are not responsible for items left behind. You will be responsible for the disposal cost and the cost will be charged separately.
8. If you lose your room key, you must report it immediately to the Dormitory Manager or to the RLC. Both the key and the lock cylinder will be replaced at your expense without any exception if you cannot find/return your room keys by a date designated by the management of your dormitory or the RLC.

Residence Life Center (RLC), Waseda University

(Waseda University International Student House, Waseda Hoshien)

Email: [wasedadorm@list.waseda.jp](mailto:wasedadorm@list.waseda.jp)

Waseda University Property Management Corporation

(Nishi-Waseda International Student Dormitory)

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