

Student dormitory management regulations

旭日本語学院

〒358-0023 埼玉県入間市扇台 3-1-4

TEL : 04-2941-5853 FAX : 04-2941-5850

2019年10月11日

Check-In Procedures

1. Application for Check-In

Those who wish to check into the dormitory should inquire about room availability with the school. If dormitory space is available, the designated check-in application form will be sent to you. Please fill in the required information and submit your application along **with the reservation fee.**

※ **Priority for room allocation will be given to those who have paid the reservation fee.**

2. Reservation Fee and Dormitory Fee

The reservation fee is 30,000 yen. This reservation fee will be transferred to the dormitory fee upon check-in.

※ **In case you wish to cancel your application after submitting the dormitory check-in application form, the reservation fee will be considered a cancellation fee and will not be refunded.**

3. Dormitory Fees (Fees to be paid to the school on a monthly basis)

※ **Please pay by the end of the previous month.**

	2-Person Room	4-Person Room
Dormitory Fee	30,000 yen	20,000 yen
Utilities (Water and Electricity)	5,000 yen	5,000 yen
Internet Fee	0 yen	0 yen

※ **Utility costs (water and electricity) are set at a lower rate for students. Additional charges may apply if usage exceeds the norm.**

※ **The school covers the internet fee.**

4. Check-In Fees

Please make payments for the security deposit and three months' worth of dormitory fees upon check-in. The security deposit will be refunded after deducting expenses such as cleaning fees when you check out. It should be noted that the reservation fee is included in the check-in fee (30,000 yen).

	2-Person Room	4-Person Room
(check-in fee)	(30,000 yen)	(30,000 yen)
Security Deposit	40,000 yen	40,000 yen
Dormitory Fees for 3 Months	90,000 yen	60,000 yen
(Fire Insurance for 1 Year)	0 yen	0 yen
Total	130,000 yen (+30,000 yen)	100,000 yen (+30,000 yen)

※ Please note that the money paid once is generally non-refundable.

※ The fire insurance premium will be covered by the school.

Check-Out Procedure

1. Request for Check-Out

Please submit a "Check-Out Form" to the office **at least one month before** your intended departure date. If you have less than 30 days remaining until your departure date, you will be required to pay one month's dormitory fee. Check-out is not permitted on Saturdays, Sundays, or public holidays.

- Students graduating in March should check out by around March 20th .
- Students graduating in September should check out by around September 20th.

2. Cleaning

Before or on the day of check-out, the school will conduct a room check (cleaning confirmation) in your presence. If the cleanliness is not satisfactory, you will be required to redo it. Please do not forget to clean the kitchen shelves. Any damages or stains will be deducted from your security deposit during settlement.

3. Handling of Belongings and Trash

You must not leave your belongings in the room or kitchen. Please ensure that you separate your trash into burnable, non-burnable, and recyclable categories and dispose of them in the designated trash disposal area.

For electrical appliances such as TVs and computers, consult with an electronics store or a recycling shop.

For larger items like bookshelves and beds, contact the Bulky Waste Reception Center at 04-2934-5546 (^{そだい}粗大 ^{うけつけ}ゴミ受付センター).

4. Procedures at the City Hall

(Regarding Residence Card, National Health Insurance Card, etc.)

(1) If You Move Within the Same City

- ① Change of Address on Your Residence Card
- ② Change of Address on Your National Health Insurance Card

(2) If You Move to a Different City

- ① Submit a Moving Out Notification (at your current city hall)
- ② Return Your National Health Insurance Card (at your current city hall)
- ③ Submit a Moving In Notification (at the new city hall)
- ④ Change of Address on Your Residence Card (at the new city hall)
- ⑤ Enroll in National Health Insurance (at the new city hall)

(3) If You Return to Your Home Country or Move to Another Foreign Country

- ① Show your return flight ticket or reservation to the school
- ② Return your National Health Insurance Card to the city hall
- ③ Return your Residence Card at the airport

5. Other Procedures (When Moving Within Japan)

- Visit the post office to get a change of address notification form, fill it out, and drop it in the mailbox. (Your mail addressed to you will be forwarded to your new address for one year by the post office.)
- Inform your bank about the change of address. (You can often do this through their app.)
- Contact your credit card companies to update your address.
- Notify your phone service provider of the change of address.
- Arrange for water service at your new place. (Call or go online to schedule with the water company at least two weeks in advance.)
- Arrange for gas service at your new place. (Call or go online to schedule with the gas company at least two weeks in advance.)
- Arrange for electricity service at your new place. (Call or go online to schedule with the electricity company at least two weeks in advance.)
- If you want to use the internet in your new place, sign up for an internet service contract.

6. On the Day of Departure

- (1) Settlement of Dormitory Fees, etc.
- (2) Cleaning and Confirming No Personal Belongings Remain
- (3) Close the Windows and Doors in Your Room
- (4) Return the Room Key to the School

Main contact information

Name	Address・TEL	Access	Procedures
いるましやくしよ 入間市役所	いるましとよおか 入間市豊岡1-16-1 04-2964-1111	10 min. on foot from Irumashi Station	- Residence registration - National health insurance enrollment - Address change
いるましけんこう 入間市健康 ふくし 福祉センター	いるましかみふじさわ 入間市上藤沢730-1 04-2966-5511	15 min. by bus from Irumashi Station.	- Health checkup - X-ray imaging
はらだびょういん 原田病院	いるましとよおか 入間市豊岡1-13-13	5 min. on foot from Irumashi Station	General hospital
おおたいいん 太田医院	いるましとよおか 入間市豊岡1-8-26	10 min. on foot from Irumashi Station	Private clinic (Internal medicine)
かたぎり クリニック	いるましおうぎだい 入間市扇台4-7-15	10 min. on foot from our school	Private clinic (Internal medicine, Dermatology)
とよおか 豊岡 せいけいげか 整形外科	いるましとよおか 入間市豊岡1-8-3	5 min. on foot from Irumashi Station	Orthopedic clinic

Name	Place	TEL	Procedures
とうきょうでんき 東京電気 カスタマーセンター	いるまし 入間市	0120-552-496	- <u>Moving report</u> - Contract changes
とうきょう 東京ガス きゃくさま お客様センター	いるまし 入間市	0570-002211 03-3344-9100	[24-hour phone reception] - <u>Moving report</u> - Fee settlement - Opening/closing - Gas trouble
すいどうきょく 水道局 きゃくさま お客様センター	いるまし 入間市	04-2960-1301	- <u>Moving report</u> - Contract changes - Water trouble

Dormitory Rules and Guidelines for Residents

1. Purpose

These rules and guidelines are established to ensure that residents of the Asahi Nihongo Gakuin international student dormitory understand and adhere to Japanese rules and manners, allowing them to integrate into Japanese life.

2. Obligation to Comply

Residents shall recognize that the dormitory is a place for communal living and must adhere to these rules and guidelines, conduct themselves with decency as students of Asahi Nihongo Gakuin.

3. Prohibited Activities

- ① Residents must not manufacture or store items that violate laws, such as firearms, edged weapons, or dangerous explosives or flammable materials.
- ② Inviting individuals other than dormitory residents (including animals) into the dormitory is not allowed. However, fathers, mothers, brothers, and sisters are permitted to visit only when their relationship with the resident can be confirmed with identification documents. Prior approval and presentation of identification documents are mandatory.
- ③ Hosting non-residents (including family members) in dormitory rooms is not allowed.
- ④ Overnight stays outside the dormitory are generally prohibited.
- ⑤ Residents must not engage in activities that cause inconvenience to others through actions such as drinking alcohol or committing acts of violence.
- ⑥ Smoking is prohibited inside the dormitory or in its vicinity.
- ⑦ Altering, dismantling, or renovating the dormitory's buildings, facilities, or rooms is not allowed (e.g., making holes in walls).
- ⑧ Residents must not claim ownership of shared spaces. Items used in shared spaces must be cleaned and returned to their original places.
- ⑨ Consuming or using others' belongings without permission is prohibited (label personal belongings with your name).

- ⑩ Making loud noises that disturb other residents or neighbors, such as playing instruments, watching television or audio devices at high volume, making calls, or hosting parties, is not allowed.
- ⑪ Residents must not engage in actions deemed inconvenient to other residents or neighboring residents, as determined by Asahi Nihongo Gakuin.

4. Management Duties

- ① Residents must clean their own rooms and maintain cleanliness and tidiness. They should also regularly clean the air conditioner filters.
- ② Shared spaces (unit baths, toilets, kitchens, laundry rooms, etc.) must be periodically cleaned.
- ③ Residents must help maintain cleanliness around the dormitory. They are required to participate in cleaning events organized by the dormitory and fulfill their cleaning duty when assigned.
- ④ Residents must follow the instructions of Asahi Nihongo Gakuin regarding daily waste disposal. Waste should be sorted by type and placed in the designated area on the specified collection day.
- ⑤ After using shared items, residents must clean them and return them to their original places.
- ⑥ If there is any damage to shared furniture or electrical appliances in the dormitory rooms, residents must report it to Asahi Nihongo Gakuin. If intentional damage is confirmed, the resident will be responsible for repair costs.
- ⑦ Residents are encouraged to practice energy conservation, including electricity and water usage.
- ⑧ Residents must exercise caution when handling fire. The use of cassette stoves or kerosene heaters is prohibited.

5. Bicycle Parking

- ① Bicycles must be parked in the designated bicycle parking areas as specified by Asahi Nihongo Gakuin.
- ② Bicycles must be securely locked, and residents should be cautious about theft.

Asahi Nihongo Gakuin assumes no responsibility for theft or damage.

- ③ The use of automobiles or motorized bicycles is prohibited.

6. Notification of Absence

- ① Residents must obtain prior approval from Asahi Nihongo Gakuin when planning to leave the dormitory temporarily due to hometown visits, trips, or other reasons.

Note There is no need to contact the board of directors (山^{やま}川^{かわ}先生). Please submit an application to the school. Even if 山^{やま}川^{かわ}先生 verbally approves, without submitting the application to the school, there will be no evidence of your intention to return, and the school cannot protect you. In the worst case, you may face expulsion.

- ② Before an extended absence, residents must ensure that their rooms are clean and securely manage their valuables. Asahi Nihongo Gakuin assumes no responsibility for lost items.
- ③ Monthly rent fees continue during extended absences, and no discounts are applied.

7. Dormitory Equipment and Supplies

Consumables used within the dormitory, including shared spaces (such as toilet paper, detergents, light bulbs, etc.), shall be replaced at the expense of the residents. Additionally, if any dormitory equipment or facilities are damaged or soiled, the actual repair costs will be billed.

8. Dormitory Fees

Residents are obliged to pay the monthly dormitory fees for the following month by the end of each month. Dormitory fees are accepted in cash or by bank transfer.

9. Theft Prevention

Residents must always lock their rooms when leaving, even within the dormitory premises. It is advised not to leave large amounts of cash or cards in your room while going out. Asahi Nihongo Gakuin assumes no responsibility in case of loss.

10. Access to Dormitory Rooms

Asahi Nihongo Gakuin reserves the right to enter dormitory rooms in cases of emergencies such as disasters, incidents, or accidents, as well as for facility inspections or when residents are suspected of violating these rules, even if the residents are not present in their rooms.

11. Reasons for Dormitory Termination

Asahi Nihongo Gakuin may instruct a resident to vacate the dormitory without prior notice in the following circumstances. In such cases, the resident in question must vacate by the specified deadline.

- ① If the resident violates dormitory regulations or engages in unlawful activities, and Asahi Nihongo Gakuin deems it necessary to terminate their stay.
- ② If the resident has unpaid dormitory fees for two months or more.
- ③ If the resident ceases enrollment at Asahi Nihongo Gakuin due to suspension, withdrawal, or reasons affecting their physical or mental health.

12. Self-Requested Dormitory Termination

If a resident wishes to vacate the dormitory due to reasons such as graduation, returning to their home country, or moving to a regular apartment, they must submit a notice and a dormitory termination form at least one month in advance of the intended departure date.

Note There is no need to contact the board of directors (山^{やま}川^{かわ}先生). Please submit an application to the school. Even if 山^{やま}川^{かわ}先生 verbally approves, without submitting the application to the school, there will be no evidence of your intention to vacate, and the resident must continue to pay dormitory fees.

Transitional Provisions

- 1 This regulation shall come into effect on April 1, 2019.
- 2 Certain amendments to this regulation shall come into effect on October 1, 2019. However, regardless of the provisions in "4. Entrance Fees" for the dormitory application procedure, the entrance fee for students entering in April 2019 shall be 60,000 yen, and the security deposit shall be 10,000 yen.

旭日本語学院

Asahi Japanese Language School

理事長 山川 龍一

YAMAKAWA, Ryuichi

This booklet has been translated from Japanese. If there are any discrepancies in the translated languages, the original Japanese version will be prioritized.

入寮申込書兼誓約書

Dormitory Application and Pledge Form

旭日本語学院 殿

To: Asahi Japanese Language School

私 _____ は、旭日本語学院の学校寮に入居するにあたり、寮規則をよく理解し、守ることを誓約し、入寮契約致します。

I, ^(your name) _____ ,
hereby acknowledge that I have a thorough understanding of the dormitory regulations of Asahi Japanese Language School. I pledge to abide by these regulations and enter into the dormitory contract.

_____年 ____月 ____日
Year Month Day

氏 名 _____

(Signature)

退 寮 届

Dormitory Move-Out Notification

必ず退寮予定日の1か月以上前に届けを出すこと。

Please submit this move-out notification at least one month before your intended move-out date.

_____年 ____月 ____日
Year Month Day

旭日本語学院 殿

To: Asahi Japanese Language School

部屋番号 : _____

Room

氏 名 : _____

Name

記

退寮予定日 _____年 ____月 ____日 午前・午後 ____時
Move-Out Date Year Month Day AM PM o'clock

帰 国

Return to Home Country

一般のアパートを借りて住む。

Rent an Apartment Off-Campus

転居先 住所 _____

New Address

TEL _____