

Dormitory Rules

Ver.2013.11.18

Article 1: (Purpose)

These student dormitory rules aim to provide rules to be observed by students who move into the dormitory which will create a nice and pleasant living and learning environment. Students are expected to enhance the quality of community life in the dormitory, which is a place for students from different countries to live, study and communicate, by deepening mutual understanding. The school hopes the students will be responsible for their behavior and have meaningful student lives.

Article 2: (Compliance obligation)

Students who live in the dormitory shall understand that the dormitory is a place for community life and that you need to behave yourself as a student by observing the Dormitory Rules.

Article 3: (Zoning)

1. This dormitory is a men's dormitory. Boarding students must not allow women to enter areas other than the first floor. The meeting of boarding students with women is limited only to the common area on the first floor.
2. It is prohibited to enter the facility areas, including the electricity room, the machine room, the pump room and the administrator's room etc.
3. Students will be allowed to enter the facility areas in times of emergency and disaster or when the administrator approves.

Article 4: (Administration of dormitory)

There are students from various countries living in the dormitory, therefore, trouble may occur due to differences in lifestyles. In order to avoid such troubles, students from each country shall have representatives who shall constitute a committee. The committee members shall act together with a dormitory supervisor to solve any trouble. However, if the committee is unable to reach an agreement to solve the troubles, the issue will be referred to the school.

Article 5: (Curfew)

The curfew is 24:00. Be sure not to be late for the curfew. If you work part time, you still need to abide by the curfew. You must notify the dormitory supervisor of late return by calling him by 22:00 if you will, by any chance, come back after 24:00.

Article 6: (Going out)

~~As you must take personal responsibility for locking the front door of the dormitory when leaving or entering, make sure to lock it properly, especially during the curfew or when everybody is leaving to school and you are the only one left.~~

Article 7: (Locking of your room)

1. Any time you leave your room for a short time, such as to have meals on the first floor, be sure to lock your room for security purposes. In particular, if your room is a shared room, pay special attention not to forget to lock your room. Close and lock the windows in your room when you go out of the dormitory, otherwise birds could come in.
2. Keep a good control of money, valuables and your room key. The control of these items is your own responsibility. Neither the dormitory supervisor nor administrator is responsible for loss or missing items.
3. If you have lost or damaged your key, report it to the dormitory supervisor immediately. The dormitory administrator will ask you to bear the cost incurred for a new lock if the room lock needs to be replaced due to loss of the key or damage of the lock.

Article 8: (Smoking)

1. Smoking is prohibited unless in designated place (under the first floor stair). If the administrator sees someone smoking or the cigarette butt in the prohibited place, smoking is prohibited throughout the dormitory.
2. ~~Anyone throwing cigarette butts out the window may be expelled from the dormitory.~~

Article 9: (Cleaning)

1. Boarding students shall clean their own rooms and maintain clean and tidy rooms.
2. Boarding students are obliged to join cleaning activities planned in the dormitory. If you are the cleaning person on duty, you must carry out your duty.
3. Do not leave your personal belongings or garbage in the corridor, stairways or in the first floor hall. Be sure to take all personal belongings back to your room. If you leave your personal belongings in the common area, they may be moved or discarded at the discretion of the dormitory supervisor.

Article 10: (Garbage disposal)

1. For the daily disposal of garbage, segregate the garbage by category and place the garbage in the designated garbage station by following the instruction of the dormitory supervisor.
2. The disposal of electric appliances requires a payment and you will need to pay a designated amount of money for disposal.

Article 11: (Use of common area)

1. The common areas, such as the kitchen, laundry room, shower room and toilet, shall always be kept clean after use so that the person who uses the areas next can use them comfortably.
2. The common areas on each floor shall be kept clean and tidy at all times. If you leave your personal belongings in the common area, they may be moved or discarded at the discretion of the dormitory supervisor.
3. Boarding students shall strive to clean and keep the common area on the first floor tidy.
4. Use the kitchen and the shower room according to their schedule of use.
5. The power supply in the common areas can be utilized only when approved by the dormitory supervisor.

Article 12: (Facility)

1. Boarding students shall use the furniture and electric appliances installed in the common spaces carefully. If you find them broken, report it to the dormitory supervisor immediately. If the damage of the furniture and/or the electric appliances is the result of deliberate action, the boarding student responsible for the damage shall bear the cost for repair.
2. If a boarding student takes dormitory-owned furniture and/or electric appliances with them when they move out, the dormitory will ask them to pay the cost incurred to replace removed item with furniture and/or electric appliances of equivalent quality.
3. Boarding students need to prepare living goods, furniture and electric appliances other than those installed in each room. Bedclothes are available in each room.
4. Consumables in the dormitory (light bulbs and toilet paper) will be replaced and replenished at the expense of the boarding students.
5. It is not possible to change the original condition of equipment.
6. Do not "nail" or "screw" on the inside and outside walls, pillars, tiles and so on. Any changes in the original condition will result in being charged a repair cost when you move out of the dormitory.

Article 13: (Air-conditioner)

Due to their mechanical properties, air-conditioners could stop if you set the temperature to an extremely high or low temperature. In order to avoid this, the temperature setting of air-conditioner shall be no lower than 20°C in summer time and no higher than 25°C in winter time.

Article 14: (Bedding)

1. All boarding students have to use the bedding set (sheets, pillow cover and blanket cover) and have to exchange them on fixed days twice a week at least.
2. Boarding students have to use the bedding set only for their original purpose.
3. When the administrator concludes the boarding student didn't use the bedding set and soiled the mattress, blanket and pillow, the boarding student has to pay the fee for changing them newly.

Article 15: (Charges for water, lighting and fuel)

Kurashiki Language Academy pays 30 % of whole charges for water, lighting and fuel at the dormitory and all boarding students have to pay 70% of whole charges on a per capita basis every month. And all boarding students should avoid wasting the water, electricity and so on.

Article 16: (Rice)

The rice is cooked for all boarding students once a day. The boarding student who eats the rice has to pay the rice fee every month.

Article 17: (Visitors)

1. If boarding students wish to have visitors in the dormitory, you must have the permission of the dormitory supervisor and fill in the designated items in the visitor's log, provided that you must keep persons of the opposite gender out of your room.
2. When any visitors go into a shared room, be sure to first ask for the consent of your room mate.
3. It is strictly prohibited to let visitors stay in your room or the dormitory after 22:00.
4. It is not allowed to let visitors stay in your room or the dormitory overnight.

Article 18: (Staying out)

1. When you stay out overnight, be sure to submit the "Stay-out notification" to the dormitory supervisor before noon of the same day.
2. If there are any changes in the matters reported in the "Stay-out notification" report them to the dormitory supervisor immediately. This is a "Must" as it is required in the case of emergency.

Article 19: (Crime and fire-prevention training)

All boarding students need to join scheduled crime and fire-prevention training unless there is an appropriate reason.

Article 20: (Gathering in the dormitory)

1. If the boarding students wish to have a gathering in the dormitory, be sure to report it to the dormitory supervisor for his/her permission at least 7 days before the planned date of gathering.
2. Posters can be posted only at the designated place when the permission of the dormitory supervisor has been granted in advance.

Article 21: (Emergency)

1. If there are any accidents, including fire and theft by any chance, contact the dormitory supervisor immediately.
2. If you or any other boarding student becomes sick, contact the dormitory supervisor immediately.

Article 22: (Access into the rooms)

1. If it is deemed necessary to enter into the rooms of boarding students under emergency situations, including fire, earthquake, other natural disasters, criminal cases and accidents, the administrator is allowed to do so even if the boarding students are not present in their rooms.
2. If it is necessary for the administrator to enter into the rooms of boarding students due to purposes such as a fire equipment inspection, he/she may do so by giving a prior notice to the boarding students.
3. If it is deemed that the boarding students have clearly violated any part of the dormitory rules, the administrator is allowed to enter their rooms with the presence of the students. However, this does not apply if it is difficult for the students to be present at the time of the inspection.

Article 23: (Prohibition)

It is strictly prohibited for the boarding students to commit following acts which will cause trouble to other boarding students and/or neighbors.

- 1) Possession and storage of articles (guns and swords) which are prohibited by the Swords and Firearms Control Law, Drug Regulations and relevant laws and/or the production and storage of explosive or flammable hazardous articles.
- 2) Use and storage of liquids and fluids which could cause corrosion or damage the building, facility, equipment and furniture of the dormitory (including the sewage system).
- 3) The volume level of TVs, audio sets, and musical instruments, noise late in the evening and early in the morning and the spoken voice must not cause trouble to other boarding students. Also, do not do anything which could interrupt the peaceful lives of neighbors.
- 4) Becoming a member of a gang, having gang members visit you, encouraging other boarding students to join a political or religious organization, having gatherings or events of such political or religious organizations in the dormitory, conducting sales activities of a Ponzi scheme and pyramid sales or any other acts which disturb orders.
- 5) Bringing in any instruments using fire, including oil heaters, gas heaters or gas stoves, for fire-prevention reasons.
- 6) Having pets in the room, including dogs, cats, other small animals and fish.
- 7) Leaving personal belongings in the common area including stairways and corridors, installing equipment and sign boards. It is not allowed to post articles such as posters except in the permitted places.
- 8) Throwing garbage from the room window.
- 9) The distribution or posting of printed materials, including handouts and leaflets.
- 10) Use of emergency evacuation doors when there is not an emergency. Do not leave personal belongings in any emergency evacuation route.
- 11) Bidding and gambling.
- 12) Any other acts and behavior which may be deemed inappropriate for community life.

Article 24: (Dismissal from the dormitory)

If any of the following acts and behavior is confirmed to have taken place, the boarding students will be dismissed from the dormitory. If this has been determined, the said student must leave the dormitory by the date designated by the administrator.

- 1) Violation of the contract, dormitory rules, Japanese laws and regulations and any cases if the administrator deems appropriate.
- 2) Delinquency in payment of dormitory expenses and charges for lighting, fuel and water for more than three months.
- 3) The boarding student is no longer a student of Kurashiki Language Academy (KLA) or the boarding student has been expelled from the KLA.
- 4) Any other cases that the KLA deemed necessary to dismiss the boarding students from the dormitory.

Article 25: (Notice of termination of contract)

If the boarding student wishes to terminate the contract and leave the dormitory, notify the administrator of the termination at least two months before the expected date of exit. The administrator will check the room and equipment before leaving and ask for actual costs incurred for the repair or replacement of missing/damaged items.

**Supplemental Clause
(Date of enforcement)**

1. This dormitory rules will be enforced from November 18, 2013.