



学校法人
日本力行会
Foundation Nippon Rikkokai



Rikko Dormitory Rules and Regulations

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Rules and Regulations

1) Entrance and Move-out

1.1 Qualifications for Entrance

Applicants must be 18 years old or older, either overseas students or trainees. Japanese citizens must have plans to study abroad or engage in volunteer work and demonstrate a genuine interest in interacting with foreign students.

1.2 The minimum length of the contract is 6 months (not applicable for some school/university programs), and room changing is not allowed during the contract year. Renewal requests (using the designated form) will be accepted based on room availability.

1.3 Procedures for Entrance

- Before the arrival: submit the application/contract form, copy of passport and the certificate of eligibility (not required for visitor visa holders).
- After arrival: verification and signature on the submitted form, stick photo and submit a copy of the residence card, health insurance card and student ID card.

1.4 Procedures for Move-out

- Move-out after 6 months of residence: Submit the move-out notification form (specific form) at least 1 month before the expected move-out date.
- Move-out within the first 6 months of residence: As it will be a mid-contract leaving, in addition to submitting the move-out notification, payment for the remaining months to fulfill the minimum length of stay (6 months) will be required.

2) Residence Room

2.1 Residents are responsible for keeping the room clean and well-maintained. Redecoration, remodeling, etc., are not permitted.

2.2 Residents are responsible for taking care of room furniture. Nothing should be removed from the room. Residents will be asked to repair or replace any damaged items at their own expense.

2.3 Residents must allow the entrance of the society staff and cooperate with them whenever there is a need to visit the rooms.

2.4 When moving out, residents are responsible for returning the room in the same condition it was in when they entered the residence. A room inspection will be held.

3) Common Areas and Equipment General Rules

- Clean up after use, return all used items to their original places must be done thoroughly.
- Use all equipment carefully to avoid damages.
- All trashes must be correctly separated and thrown out in the respective bins.
- Any items from the common areas should be brought into the rooms.
- Personal belongings left in common areas can be subject to disposal.
- Excessive noise that creates disturbances in the residence hall is prohibited.
- Some facilities can be lent to residents for meetings or events. To request, a specific form must be submitted to the office at least 3 days prior to the expected using date. Rules must be strictly followed to ensure cleanliness and safety.

4) Rules to Observe

4.1 Curfew: in principle, dormitory's curfew is 10pm. After that, entry/exit will be possible through auto-locked doors by entering the PIN code.

4.2 Mail: Basically, all mails will be posted in the mailboxes by the delivery person. For large-sized or registered mails, Rikkokai office will receive it on behalf of residents, and a notification will be sent. Residents must sign the reception note to pick up the mail.

4.3 Overnight stay: whatever the reason, the overnight stay notification form must be submitted to ensure the contact in an emergency case or disasters.

4.4 Receiving visitors: Resident can receive visitors from 9:00am to 10:00pm. The visitor must sign up the specific document and the visit must be held only at dining room or lounge. It is forbidden to visitor to entry in the residents' area and rooms.

4.5 Events: Resident should participate to events and meetings held by Rikkokai.

4.6 Preventing disasters: Residents must always be attentive to preventing disasters and cooperate with the society in preventing fires by observing the following:

- 1) Attend the fire drills organized by the dormitory.
- 2) Switch off the lights and appliances when leave the room.
- 3) Check the location of fire alarms, fire extinguishers, and emergency exits.
- 4) Upon discovery of a fire, sound the emergency broadcast and cooperated with the society staff in evacuating to a safe place.
- 5) Don't leave your personal belongings in the corridors or passages.
- 6) If you become ill or injured, contact the office immediately.

For a well-being shared life, the cooperation and effort of each resident are indispensable. Keep your room as well as the common areas always clean and be considerate to others. Follow the rules, clean, organize, separate and dispose of trash correctly are the responsibility of each resident. Please do it thoroughly. It is absolutely forbidden to leave personal belongings and trash in common areas.

5) Prohibited Actions

- 5.1** Remodel and redecorate rooms.
- 5.2** Re-rent your room or allow others to stay over.
- 5.3** Wear clogs or spiked shoes inside.
- 5.4** Bring any dangerous substances into the residence hall.
- 5.5** Have pets in the residence hall.
- 5.6** Pass out hand bills or other object, and trading into the residence hall.
- 5.7** Speak loudly, or making other loud noises.
- 5.8** Cook or bring cooking utensils into the room.
- 5.9** Bring toilet paper and other common property into the room.

6) Penalties

6.1 Expulsion from the residence

When residents violate one of the prohibitions in Number 5 above or one of the following, the penalty of expulsion from the residence will be applied. Residents who have been penalized should move out within one week:

- a. Failure to pay your rent for more than two months.
- b. Disruption of public order or attempts to corrupt public morals.
- c. Interfere remarkably with the administration and operation of the residence hall with non-appropriate conducts.

6.2 Compensation

When a Resident or one of his/her visitors damages or destroys part of the facilities or equipment of the residence hall, Resident is responsible for compensation and must take in charge all costs.

6) Residence Hall Steering Committee

7.1 In order to improve the management of the hall, a committee consisting of representatives of the residents and staff will meet periodically.

7.2 Representatives of the committee will be those recommended by the residents or volunteered by themselves and appointed by the society.

7.3 Representative should have well-balanced personality and be able to provide good channels of communication between the residents and the society.

7.4 Committee community will be granted certain special privileges by the society.

7) Supplementary Provision

This document was translated to different languages. Any problem by the translation issues occurs, Japanese edition has priority over in all rules of the other linguistic edition.

Regulation for Expenses

1) Initial Fee

Initial fee includes deposit fee, guarantee fee, admission fee, maintenance fee, cleaning fee and the first month rent fee. The payment must be completed before the entrance.

2) Admission Fee

The admission fee is determined according to the length of the contract. For newcomers who arrive partway through the year, a partial charge will be applied based on the remaining duration of their intended stay.

3) Rent Fee

1. Rent fee includes room charge, room's electricity fee, common charges (common areas' lights, water and sewage charges) and maintenance fee (common area's garbage disposal, cleaning, toilet papers and mails receipt).
2. Rent fee for the following month are due at the end of current month. Payment is made at the office.
3. Rent fee is calculated on a monthly basis except for the month of entrance, which can be calculated by daily basis.
4. Rent fee payment must be done for all months of the contract, even during temporarily home returns.

4) Deposit Fee

The deposit fee is collected upon arrival and refunded before the move-out if the rented room is returned in the same condition as it was at the beginning. Costs for any damages, missing items, and inadequate cleaning found during the room inspection will be deducted from the deposit fee (¥5,000 per subject). If the deposit fee doesn't cover the total cost, an extra payment will be required.

5) Guarantee Fee

The guarantee fee is required for applications without a guarantor. It is collected upon arrival and refunded before the move-out if no issues or complications arise during the resident's stay.