

RULES AND REGULATIONS FOR YUI

Housing arrangements in Kansai Gaidai Global Commons YUI are made based upon a formal written contract between the residents and Kansai Gaidai.

The rules and regulations listed in this contract are included not only to help residents to assimilate into the Japanese way of life, but also to inform them of the conditions under which Kansai Gaidai agrees to house students.

Kansai Gaidai reserves the right to make other policies from time to time, as deemed appropriate for the safety and cleanliness of the premises and for securing the comfort of all residents.

1) USE OF YUI ROOM/FACILITIES

1. It is the residents' responsibility to take reasonable care of their room and its furnishings, and to maintain sanitary and safe conditions.
2. An inspection must be conducted by housing staff members 10 days before checkout. After any charges for damages are deducted from security deposit, any amount of the deposit remaining will be refunded. Please note that students may be charged after checkout if any new damages are found after the inspection.
3. Housing staff members at YUI will regularly inspect public areas, including kitchen and lounge areas. Please note that the housing staff members may enter each individual room without residents' permission in case of an emergency.

2) A SPECIFIC LIST OF FORBIDDEN ACTIONS

1. entering the opposite gender's units between 10:00 p.m. and 9:00 a.m.
2. subletting their rooms to any other person(s)
3. changing their room assignments without advance approval from the Center for International Education
4. changing the placement of the furniture in the individual rooms
5. removing furniture or equipment from YUI
6. dining in the individual rooms
7. smoking in the YUI buildings (as well as on the entire campus)
8. possessing or consuming alcohol in the YUI building (as well as on the entire campus)
9. owning a pet
10. bringing any kind of weapons (including toy guns), which may cause damage to people, rooms or facilities in the YUI buildings
11. vandalizing rooms, public areas, or personal property
12. using any items that could cause a fire in the YUI buildings. Please refrain from using scented candles or incenses even if only for display purposes.
13. leaving or disposing personal belongings in public areas
14. soliciting sales, or seeking new recruits to a political or religious groups in the YUI buildings
15. behaving in a manner that may disrupt the morale and order of the YUI

3) AT THE END OF THE SEMESTER BEFORE DEPARTURE

1. All residents must leave the rooms in the condition they found them. Please clean the room before the inspection is conducted by the housing staff members.
2. Any damage for which no one assumes responsibility will be charged to and shared among all the residents.
3. Kansai Gaidai reserves the right to levy and collect charges for damage to rooms, unauthorized use or alteration for rooms or equipment, and loss or damage of kitchen utensils itemized in the inventory sheet furnished by the University when students check in. If students fail to complete the payment, it will lead to the termination of the YUI contract and the student's transcript will not be issued.

4) VISITORS

Each resident is responsible for the behavior of his/her guests. Any violation of the YUI regulations by his/her guest(s) may jeopardize the visitor's future entry into YUI, and may also lead to the termination of the YUI contract between Kansai Gaidai and resident(s) in question.

1. Visitors may NOT stay in YUI between 9:30 p.m. and 9:00 a.m. Upon entry into YUI, visitors are required to fill out and sign a "visitor's form" and they must wear a "visitor's pass" around their neck at all times while in YUI. Upon leaving, visitors are asked to return the visitor's pass at the front desk, and they are required to sign out. All visitors must vacate YUI by 9:30 p.m.
2. Visitors are not allowed to enter or stay at YUI without the presence of the resident being visited.
3. Visitors are allowed to enter ONLY the lounge area, individual rooms and karaoke rooms. Visitors are not allowed to enter and use the shower rooms, kitchen facilities, laundry facilities or VILLA study rooms. The reasons that the visitors are not allowed to use YUI facilities are 1) YUI facilities are only for the residents, 2) If there is any damage caused by visitors, the residents will be held responsible and 3) If visitors use the facilities, there will be reduced availability for residents.
4. All visitors must show their photo ID (Kansai Gaidai ID, passport, residence card, driver's license, etc) at the front desk when checking in. Visitors must be escorted by resident(s) at all times. Visitors must be met by resident(s) at the front desk when checking in.
5. Kansai Gaidai reserves the right to deny access to any guest whose behavior is deemed inappropriate.

5) ZERO TOLERANCE NOISE POLICY

Quiet hours after 10:00 p.m. must be observed inside and outside of YUI.

As a YUI resident at Kansai Gaidai residents have entered into a contractual relationship with the University that entitles them to the privilege of living in YUI. Along with that privilege comes responsibilities and obligations which are outlined in this policy as well as the various documents provided to them at enrollment and orientation.

In addition to these contractual privileges, responsibilities, and obligations residents must understand that they have also entered into a social contract when they became an exchange student and when they chose to reside in YUI. This social contract requires that they respect the rights and privileges of their fellow students as well as the members of the community surrounding Kansai Gaidai University and YUI. These rights include the right to safety and freedom from excessive noise. They are also expected to cooperate fully and in a reasonable manner with resident assistants, caretakers, and representatives of Kansai Gaidai. They should conduct themselves as a mature adult and exercise their freedoms responsibly while respecting the rights of others. Finally, they should keep in mind that they are exchange students representing their home country and that their behavior affects the views and attitudes that people have about their home country and all other students.

The most common complaint related to life in YUI is related to excessive noise. Noise disturbance affects fellow residents as well as the members of the community surrounding YUI. Specific examples of excessive noise include loud music, slamming the gate or doors, loud conversations inside or near YUI, talking loudly on the streets and loudly saying good-bye to each other when you arrive home in the night time. Kansai Gaidai University has adopted a zero tolerance policy relating to noise disturbance and students found to violate this policy may suffer punishments ranging from a warning to expulsion from the program.

Noise disturbance is defined as any noise that meets any of the following descriptions:

- a. loud, obnoxious, offensive, unpleasant or annoying;
- b. inappropriate for the location or time period in which it is produced;
- c. interfering with the comfort, peace, sleep, or study of another resident or community member.

In light of the above definition, residents should be aware that the level of noise that is typical or tolerated in Japanese neighborhoods is remarkably different from many of their home countries. To avoid violating this policy, residents should pay careful attention to the following situations:

1. Around the campus

Even small groups rapidly lose control and begin speaking too loudly. Such behavior reflects poorly on the University, disturbs the neighborhood, is inappropriate for the time and place where it is produced and is a violation of the policy.

2. The Bus Stop

Residents often arrive at the bus stop late at night and in small groups. As they walk from the bus stop to YUI they must be careful not to continue their conversation in a loud voice.

3. Saying Good-bye

Residents often say good-bye to each other late at night, particularly at the corner near YUI. In doing so, they often yell at each other as they part. This behavior is inconsiderate, offensive, and disturbs the peace of the neighborhood and is a violation of this policy.

6) SECURITY

Security is a shared responsibility between residents, housing staff and university staff members. Residents are encouraged to take all reasonable steps to ensure their personal safety and security. Students who jeopardize the safety or security of other residents by propping open or disabling exterior doors, sharing or otherwise providing access to any YUI key to any other person(s), or letting unauthorized individuals into the building (intentionally or through lack of care) will face disciplinary action.

Residents are advised to lock their room doors and kitchen boxes to secure valuables and personal items. Kansai Gaidai assumes no responsibility for loss or damage to their personal belongings kept in YUI or anywhere on University premises. University insurance does not cover students' personal effects.

7) DRUGS

Residents are prohibited from consuming, supplying or distributing any illegal substances. Violation of Narcotics and Psychotropics Control Law will lead you to severe punishment by the authority including imprisonment and deportation, termination of residency at YUI, as well as the expulsion from Kansai Gaidai University.

8) TERMINATION OF RESIDENCY

Any violation of the above YUI rules and regulations will mean a breach of the contract and thus may lead to the termination of the contract between the resident in question and Kansai Gaidai.

We may ask you to leave YUI and terminate the contract, if you

- 1) violate any YUI rules and regulations
- 2) have received warning from CIE
- 3) break any laws
- 4) behave in a manner deemed inappropriate

Please note that the above "Termination of Residency" policy is also applicable to full-exchange students. If full-exchange students violate any of YUI rules, we may revoke the privilege of living in YUI.

Students who are asked to leave YUI must find alternative accommodations at their own expense.

Please note that residents who have been asked to leave the University for academic or other reasons also must vacate their rooms in YUI as requested.

9) PAYMENTS

YUI Charges must be paid in full on a semester basis during the officially scheduled payment period each semester.

Students who reside in YUI after the officially scheduled check-in date shall be charged 230,000 yen during the semester.

Students are required to pay the YUI reservation Fee of 2,000 yen (one-time and not refundable) and Security Deposit of 30,000 yen (refundable) when their accommodation for the semester is confirmed.

Residents must return all the keys to the housing staff when they depart at the end of the semester.

Should any residents wish to leave YUI during the semester, they must inform the Center for International Education

of such plans in writing two weeks in advance of their planned check out dates, and the checkout time must be during regular office hours.

10) REFUND POLICY

For those who check out of YUI during the semester, refunds will be made on a weekly basis. The amount of the refund and the method of deduction from the refund are different based on how long the student has stayed in YUI.

The amount of the refund will be calculated by subtracting the fee for the number of weeks the student has stayed at YUI from the total that the student has paid as their housing fee. Listed below are the fees that will be subtracted.

1 Week (1-7 days in YUI)	14,400 yen
2 Weeks (8-14 days in YUI)	28,800 yen
3 Weeks (15-21 days in YUI)	43,200 yen
4 Weeks (22-28 days in YUI)	57,500 yen

11) AVAILABILITY BETWEEN SEMESTERS

As to the periods between the semesters (i.e., summer break and winter break), only those students who are extending their stay into the following semester are eligible for staying in YUI. The accommodation fees between semesters are as follows:

Period	Summer Break (June through August)	Winter Break (Late December through mid-January)
Fee	50,000 yen × 3 months	50,000 yen

For the periods between semesters, you will be charged monthly.