

Tokyo International Exchange Center

Resident's Guide
General Information, Rules and Regulations



JASSO

Japan Student Services Organization (JASSO)

Introduction

Residents in Tokyo International Exchange Center (hereinafter referred to as “TIEC”) must carefully read “the Matters to be Observed to Use TIEC”, follow them and coordinate to maintain the comfortable living environment for all residents.

In the event of uncertainties in the expressions, interpretations or other aspects of the Japanese and English texts of the Residence Guide, the Japanese version shall prevail.

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All forms in this guide are available at the Administration Office.

Some forms are available from the following site.

<https://www.jasso.go.jp/en/kyoten/tiec/residence/guide.html>

I. Outline of Tokyo International Exchange Center

1. Name and Location, etc.

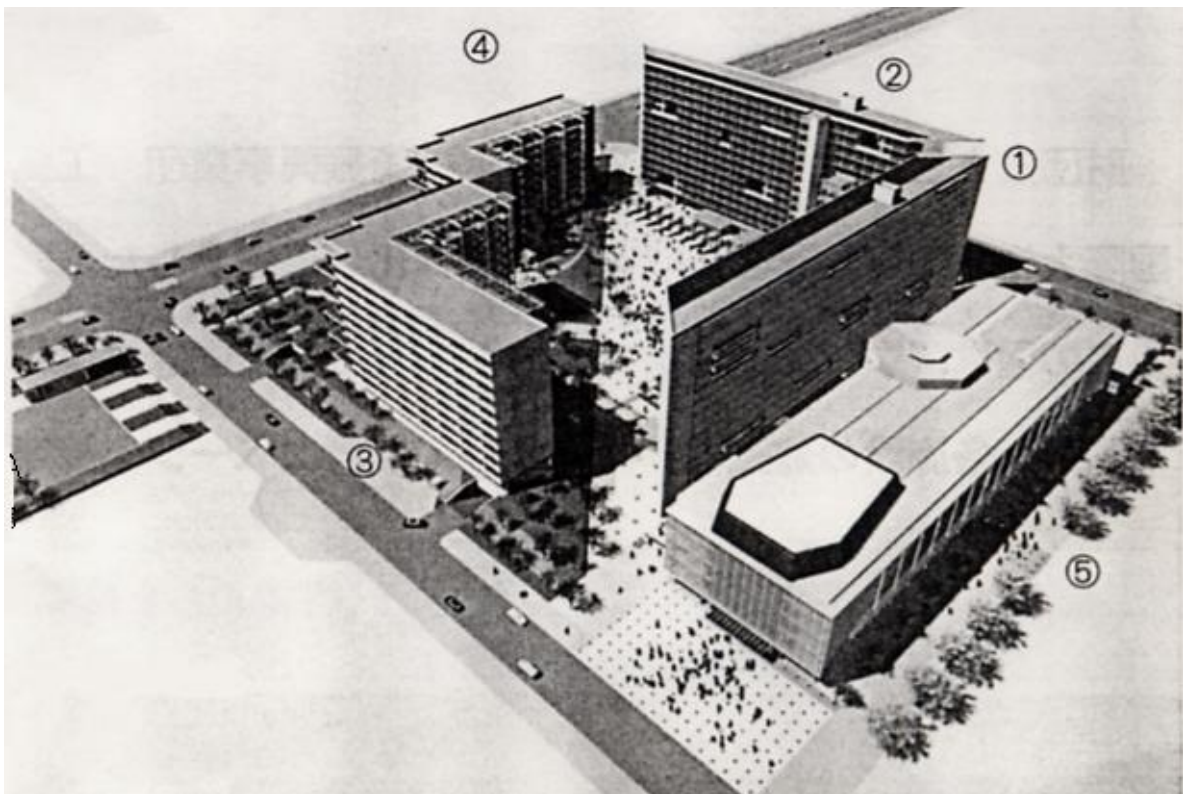
Name: Japan Student Services Organization (JASSO)

Tokyo International Exchange Center (TIEC)

Address: 2-2-A, 2-2-B, 2-2-C, 2-2-D Aomi, Koto-ku, Tokyo Japan 135-0064

Telephone: 03-5520-6000 (Administration Office)

Website: <https://www.jasso.go.jp/ryugaku/kyoten/tiec/index.html>



- ① Residence Hall A for singles
- ② Residence Hall B for singles
- ③ Residence Hall C for couples
- ④ Residence Hall D for families
- ⑤ Plaza Heisei

2. Facilities and Equipment

(1) Residence Hall A for Singles

14 floors above the ground and one basement: 330 rooms for residence

Floor	Room Description	Facilities and Equipment
2~14	Residence' s Room (20.0m ²)	Shower (bath), Toilet, Washstand, Sink, Bed, Mattress, Desk, Closet, Bookshelf, Chair, Trolley, Desk light, Refrigerator, Microwave Oven, Air-conditioner, Laundry pole, Shoebox, Inter-phone, Telephone and Garbage container
2~14	Lounge (common use)	Desks, Chairs and TV
2~14	Dining room (common use)	Dining tables, Chairs, Cooking stove and Microwave oven
2~14	Laundry room (common use)	Washing machine, Drying machine, Vacuum cleaners, Iron and Ironing board
1	Japanese language seminar room, Study rooms, Cooking instruction room, Japanese-style room, Restroom, Garbage disposal area, Mail boxes and Courier delivery boxes	

(2) Residence Hall B for Singles

14 floors above the ground and one basement: 300 rooms for residence

Floor	Room Description	Facilities and Equipment
2~14	Residence' s Room (30.0m ²)	Shower (bath), Toilet, Washstand, Kitchen (equipped with cooking stove), Bed, Mattress, Closet, Bookshelf, Desk, Chair, Trolley, Desk light, Refrigerator, Microwave oven, Washing/Drying machine, Iron, Ironing board, Air-conditioner, Laundry pole, Shoebox, Inter-phone, Telephone, Vacuum cleaner and Garbage container
2~14	Laundry room (common use)	Desks, Chairs and TV
1	Convenience store, Music rooms (A/B), Art and Craft room, Multi-purpose room, RA secretariat, Restroom, Mail boxes and Courier delivery boxes	

(3) Residence Hall C for Couples

11 floors above the ground and one basement: 110 rooms for residence

Floor	Room Description	Facilities and Equipment
2~11	Residence' s Room (80.0m ²)	Bath, Toilet, Washstand, Kitchen (equipped with cooking stove, oven), Beds, Mattress, Sofa, Dining table, Desk, Chair, Bookshelf, Study room, Storage unit, Floor heating (only for living room), Refrigerator, Microwave oven, Electric pot, Mirror stand, Closet, Iron, Ironing board, Wall clock, Air-conditioner, Washing/Drying machine, Laundry pole, Shoebox, Inter-phone, Telephone, Vacuum cleaner and Garbage container
1, 2, 4, 6, 8, 10	Lounges (common use)	Desks, Chairs, TV, Restroom and Sink
1	Recreation room, Mail boxes and Courier delivery boxes	

(4) Residence Hall D for Families

9 floors above the ground and one basement: 56 rooms for residence

Floor	Room Description	Facilities and Equipment
2~8	Residence' s Rooms (100.0m ²)	Bath, Toilet, Washstand, Kitchen (cooking stove, oven), Beds, Mattresses, Sofa, Dining table, Desk, Chairs, Bookshelf, Study room, Children' s room, Storage unit, Floor heating (only for living room), Refrigerator, Microwave oven, Electric pot, Mirror stand, Closet, Iron, Ironing board, Wall clock, Air-conditioner, Washing/Drying machine, Laundry pole, Shoebox, Inter-phone, Telephone, Vacuum cleaner and Garbage container
1, 3, 5, 7	Lounges	Desks, Chairs, TV, Toilets and Sink
1	Play room, Mail boxes and Courier delivery boxes	

(5) Plaza Heisei: 5 floors above the ground and one basement

Floor	Facility Description
5	
4	Meeting rooms (1~5), gymnasium
3	International conference hall, Media Hall, training room and trainees lodging rooms
2	JASSO office rooms and trainees lodging rooms
1	Administration Office (in charge of residence management), Disaster Prevention Center, utility/telephone charge deposit/clearance machines, JASSO Office rooms
B1	Visitors' parking lot

(6) Outdoor Sports Ground

Floor	Room Description	Facilities and Equipment
Outdoor	Outdoor Sports Ground	Futsal goal
1	Clubhouse	Locker rooms, Shower rooms and Restroom

3. Administration Office

Charge of residence management here in after referred to as “Administration Office” (1st floor of Plaza Heisei)

The Administration Office staff conducts various administrative and clerical activities with respect to daily life and residents in TIEC. They post notifications on the bulletin board, send messages to residents by e-mail or put memos in your mail box, which need to be checked daily.

Working hours: 9:00~17:00 on weekdays, and Saturdays/Sundays (twice a month)

TEL: 03-5520-6000

E-mail: tiec@jees.or.jp

4. Disaster Prevention Center (1st floor of Plaza Heisei)

The Disaster Prevention Center where security guards station around the clock undertakes the following duties.

- (1) Reservations for common use facilities (only at times when the Administration Office is closed)
- (2) Navigation or other assistance when an ambulance is called.
- (3) Issue of temporary parking permits for moving
- (4) Cart rental
- (5) Support in the case, a resident loses the key (Cylinder key) or IC tag

In the case a resident loses the key (Cylinder key), the Disaster Prevention Center is responsible for issuing new key to the said resident. In the case a resident loses IC tag, the Disaster Prevention Center is responsible for issuing a temporary card key.

Once the temporary card key is issued, he/she must promptly request the Administration Office to reissue the lost IC tag.

In the event of any trouble when the Administration Office is closed, you may consult the Disaster Prevention Center. (If they cannot provide the service as you require, please consult the Administration Office later the day.)

5. Japanese students (assistants for international students and others)

Some Japanese students are living in the residence halls to provide everyday-life support to international students and researchers in TIEC.

You may feel free to ask for advice from them who will provide consultation with respect to everyday-life affairs. You are requested not to contact them at midnight except in the case of an emergency.

II. Rules to be Observed in TIEC (Resident Regulations)

1. Moving-in and Moving-out (commencement and termination of living in TIEC)

- (1) Upon receiving the resident permit to live in TIEC, residents must submit the "Resident Card" to the Administration Office.

- (2) Upon moving-in to TIEC, residents, both Japanese and foreign nationals, must submit the Moving-in Notification to Koto City Office **within 14 days** of moving-in.
Koto City Office (4-11-28, Toyo, Koto City. TEL : 03-3647-9111)
- (3) Upon moving-out TIEC, residents must submit the **“Moving-out Notification”** stamped with the seal of the person responsible in the university or institution to which they belong, within one month prior to the date of moving-out, to the Superintendent of TIEC via the Administration Office.
- (4) Residents must not leave any items in their rooms upon moving-out. After moving out your room and returning the key (Cylinder key) and IC tag, items left behind will be deemed as garbage discarded by you to be disposed of. The costs accrued from the removal or disposal of the said items or the cleaning costs in the case that your room is not cleaned up, will be charged to you or the university or institution to which you belong.

2. Permitted Period of Residence

The period for which students are allowed staying, is the period designated in the **“Residence Permit Certificate”** (hereinafter referred to as “Permitted Period of Residence”).

3. Entrance Fee and Center Rental Fee (Rent)

(1) Entrance Fee

Residents are required to pay one-month' s rent as the entrance fee regardless of the length of the permitted period of residence, within one month of the first date of moving-in designated in the Permitted Period of Residence. This entrance fee will **NOT** be refunded at the time of moving-out. Failure to pay the said entrance fee after the passage of two (2) months will result in your residence permit being cancelled and you will be obliged to move out your room.

(2) Center rental fee (rent)

The table of respective monthly rents is given below. If the first date of moving-in or the date of moving-out recorded on the permitted period of residence halls midway through the month in question, the rent will be assessed on a daily rate.

★Rent is due from the first date of the Permitted Period of Residence, not from the date when you move into TIEC.

★If you fail to pay rent for three months or more, you will be obliged

to move out your room.

Rent (monthly fee)

Room Type	International Student	Japanese Student	Researcher
Residence Hall A for singles	¥35, 000	¥56, 000	¥62, 000
Residence Hall B for singles	¥52, 000	¥70, 000	¥78, 000
Residence Hall C for couples	¥74, 500	¥101, 000	¥112, 000
Residence Hall D for families	¥86, 500	¥118, 000	¥129, 500

(3) Rent payment method

- ① Rental fees will be collected monthly as automatic deduction from the bank account designated by the resident, plus an additional **119 yen** deduction service fee is accrued at such times, **on the 27th day of each month** (or the following business day when the 27th day falls on a Saturday, Sunday or national holiday). The payment for the entrance fee and the first month of moving-in or the month of moving-out which cannot be deducted from your bank account, must be made in cash at a convenience store using the prescribed payment slip, plus an additional **108 yen** handing fee at the convenient store, as well as the required **200 yen** revenue stamp if necessary.

You are requested to register your banking information such as bank name and bank account required for automatic debits from your bank account at the Administration Office at the time of moving-in. In case that the registration is completed by the 25th day of a month, the automatic deduction will start from the following month. You will be responsible for payment of the **119 yen** deduction service fee accrued at such times.

- ② In the case of a failure to complete registration due to a wrong bank account name or stamp, or if the registration is made on or after the 26th of a month, the automatic deduction will **NOT** be made in the following month. You will be responsible for paying in cash at a convenience store using the prescribed payment form as in the first month of moving-in.
- ③ In the case of failure of payment due to insufficient funds in your bank account, you must pay using the prescribed payment form issued by the Administration Office, with the **119 yen** failure fee, the **108 yen** payment service fee at the convenience store occurring at this time, as well as the required **200 yen**

revenue stamp. You must complete the said payment at a convenience store no later than the payment due date specified on the payment form.

4. Utility Charges (electricity, water and gas charges) and Telephone Charge

(1) Utility charges

Residents will be responsible for the payment of charges accrued for electricity, water and gas used in their rooms.

(Gas fixtures are installed only in Residence Halls C and D)

(2) Telephone charge

Residents may use the telephone units installed in their rooms for external calls (domestic or international call) and extension.

(3) How to pay utility and telephone charges

- ① Utility and telephone charges must be paid by the prepaid method (payment in advance). In order to use electricity, water and gas (only in Residence Halls C and D) or telephone, residents are requested to insert money separately for the utility charge and the telephone charge into the “Utility/Telephone Charge Deposit Machines” placed in front of the Administration Office.
- ② Residents will **NOT** be able use electricity, gas (only in Residence Halls C and D) or water once the money deposited in the machine has run out. A telephone call will be disconnected when the money deposited runs out while the resident is on the phone.
- ③ You may check the balance on the display placed in your room.
- ④ The basic charge will be debited every morning (at 4:00 a.m.) regardless of the amount used, and the charge for the amount which you have used (meter rate charge) will be debited each time.

(4) How to deposit money and clear the balance

① **How to deposit money**

- (a) Select “Deposit Utility Charge” or “Deposit Telephone Charge” on the control panel of the Utility/Telephone Charge Deposit Machine.
- (b) Hold your IC tag close to the Reader Panel until your room number is displayed on the control panel.
- (c) Deposit the required amount.
 - You may use notes of ¥1,000, ¥2,000, ¥5,000 or ¥10,000.
 - The maximum amount which you may deposit in one operation is ¥29,000. In order to insert more money, you may repeat the deposit operation.

- You will not be able to input any money once the total of the balances exceeds ¥99,000.

(d) A receipt will be issued. (Please be sure to take it.)

② How to clear the balance

- (a) Residents are requested to clear the balance prior to moving-out of TIEC.
- (b) Select “Clear Utility Charge” or “Clear Telephone Charge” on the control panel of the Utility/Telephone Charge Clearance Section.
- (c) Hold your IC tag to the Reader Panel until your room number is displayed on the control panel.
- (d) The balance will be refunded in cash.
- (e) A statement will be issued. (Please be sure to take it.)
 - The refund will be made in ¥1,000 notes and ¥500, ¥100 or ¥10 coins.
 - A balance exceeding ¥10,000 will be cleared with two or more refunds with 10 notes for every refund.
- (f) The balance will not be refunded after the date of moving-out.

5. Rooms for Residence

- (1) The type of bathroom (only with shower or equipped with bath tub), floor number, orientation, equipment or other items may differ depending on respective rooms.
- (2) The superintendent of TIEC will designate rooms for residents. You will **NOT** be able to give any preference of room type or change your room.
- (3) The key (cylinder key) and IC tag will be given to residents on or after the first date of the permitted period of residence on completion of the entrance procedure. Residents must not rent their room keys to anybody else and must return them upon vacating their rooms. In the event of the key being lost, it may be reissued at the actual cost (¥2,160 each).
- (4) Residents must not allow outsiders (friends, family members or other people) who have not acquired a residence permit to stay night or live in their rooms. In the event that the unauthorized staying or living together by friends, family members or other people who have not received a residence permit, is detected, the resident in question will be required to vacate due to the violation of the regulations.
 - ① The visiting hours of outsiders (friends or family members, etc.) holding no residence permit is **from 6:00 a.m. to 11:00 p.m.** You must **NOT** allow outsiders to enter in your room at other times or stay overnight there.

- ② You must **NOT** lend your own room to other people nor allow anybody who has no residence permit to live in your room.
 - ③ You must **NOT** bring in any pets or flammable items nor must you feed stray cats or wild birds such as pigeons.
- (5) Residents in Residence Hall A for singles are **NOT** permitted to cook in their rooms.
- (6) Residents are **NOT** permitted to bring any hazardous goods such as explosives into their rooms.
- (7) Residents are **NOT** permitted to smoke in their rooms.
- (8) Residents should assist in preventing disasters from occurring and pay due attention to health and hygiene.
- (9) Residents are individually responsible for the management and cleaning of their rooms. Residents are not permitted to apply treatments to their rooms or redecorate them. In the event of making any modifications to your room, you must return it back to its original state and be responsible for the cost accrued to bring it back to the original state.
- (10) Residents are requested to take good care of all furniture and appliances supplied with their rooms and should not take any of them out of their rooms. In the event of damage or loss, the resident responsible will be charged a compensation fee. Upon vacating your room, you must return the equipment in it and the key (cylinder key) and IC tag which are being rented to you during your permitted period of residence. You will be responsible for paying the replacement charges at cost for anything which has been destroyed or lost.
- (11) When vacating, residents must leave their rooms clean, put all equipment in order, and allow the staff in charge of residence in the Administration Office to check their rooms.
- (12) Consumables
- Electric light bulbs and batteries of appliances inside the room are consumables. After occupying the room, the resident is requested to purchase a new one and exchange it once its life is over. Upon vacating the room, you are requested to make sure that all electric light bulbs and batteries are in working condition for the next resident. Please consult with the Administration Office with respect

to the model number and standards of consumables in case you are not sure.

(13) Electric bidet warm toilet seat (washlet)

TIEC intends to replace the existing electric bidet warm toilet seats fitted to the toilets with conventional toilet seats. However, residents can continue to use them while they are not broken. In this case, the broken seat or the seat which is broken while being used will not be repaired. Residents can use or repair the 'washlet' installed at present or renew it at their own expense. In the event of renewing it, residents will be responsible for returning the toilet to its original state at their own expense before vacating the room.

(14) Since TIEC has no specific warehouse for residents, you must to keep all your belongings in your room. You should not put your belongings in front of your room or on the balcony.

6. Long Stay-over, Trip or Temporary Home Return

TIEC may have to contact residents in case of emergency, taking the action in a disaster or other events. Therefore, in the event of being away from TIEC or going on a trip for three nights or more, or temporarily returning home, residents must submit the "Nights Away Notification" to the Administration Office to enable contact at any time.

7. Sickness, injury, etc.

In the event of sudden illness or injury, residents are requested to immediately inform the Administration Office or, in case it is closed, the Disaster Prevention Center, Japanese students or another person.

8. Notification

In the event of posting a notice, residents must get a permit from the Administration Office to place it at the prescribed place. Any items posted without permission will be removed.

9. Telephone

(1) Residents are **NOT** allowed to reregister a subscribed telephone number acquired before moving into TIEC because the telephone line and phone are one system and a direct telephone number has been assigned to each respective room. Residents are responsible for the payment of the basic charge and call charges of the telephone installed in their room.

- (2) Room telephone: please read carefully the attached manual to set it up.
- (3) Internal calls: you may call the Disaster Prevention Center or other rooms via the internal line.
Example: you may dial 10813 to call A-0813, and in case of calling Residence Hall B, C or D, dial 2, 3, 4 respectively before the room number. You may dial 11425 to call A-1425, and in case of calling Residence Hall B, C or D, dial 2, 3, 4 respectively before the room number.
- (4) Domestic calls: In order to make an outgoing call from your room, first dial "0" and then the telephone number.
- (5) International calls: In order to make an international call, dial the number below which has been set to use NTT Communications.
"0 + 0033 + 010 + Country Code + other party" s telephone number omitting the first 0"
- (6) The Administration Office will **NOT** forward any calls. Messages may be accepted only in the case of emergencies.

10. Internet

In the event of using the Internet in their rooms, residents are requested to enter in an individual agreement. **The NTT' s East B Flets or INVOICE** are available for TIEC. Upon vacating your room, you must terminate the contract and complete all payments.

11. Mailings, etc.

Ordinary mails are delivered to respective mail boxes. Parcels and courier deliveries will be stored in the delivery boxes on the first floor of respective Residence Halls. In case of your absence, registered mails will be returned to the Harumi Post Office which is responsible for this area. You are requested to contact the post office by telephone before going and collecting them or for redelivery.

The Administration Office will **NOT** receive or keep any personal mailings.

Harumi Post Office (4-6-26 Harumi Chuo-ku, TEL: 03-5546-1068)

12. Vehicles

Residents must register for the car parking area. Residents may be given a parking space use permit only if parking spaces are available. Residents may apply for registration at the Administration Office subsequent the first date of the Moving-in Procedure.

Parking will be permitted only if the **“Vehicle Entrance”** is registered under the name of the resident (or spouse or family member).

Parking space use fees will be collected monthly together with rent as automatic deduction from your bank account. The number of parking spaces is limited. Cars must be parked on respectively designated spaces in the basement parking lot of the Residence Hall C for couples. Unregistered cars will be deemed as being dumped illegally and will be towed away or disposed of at any time. TIEC will **NOT** assume any liability with regarding to theft, damage or other incidents occurring within the premises of TIEC. Residents must keep control over their vehicles and keep them locked without fail.

Parking lot use fee (monthly)

International student	Researcher, Japanese student
¥8,640	¥12,960

13. Bicycles, motorbikes, etc.

In case of parking bicycles or motorbikes within the premises of TIEC, residents are requested to register for parking. Upon the commencement of living in TIEC, you can go to the Administration Office along with your bicycle or motorbike and the theft prevention registration. The number of bicycles or motorbikes to be registered shall be one each respectively per person. You must to keep your bicycle or motorbike in the parking lot premises of your Residence Hall. (The first floor of the respective buildings for Halls A and B for singles (the roadside) and the basement of the respective buildings for Residence Hall C for couples and Residence Hall D for families. Cycles parked in any place other than the designated bicycle-parking areas will be removed.) Unregistered bicycles or motorbikes will be deemed as being dumped illegally and will be removed or disposed of at any time. TIEC will not assume any liability with regarding to any theft, damage or other incidents occurring within the premises of TIEC. Residents must keep control over their bicycles or motorbikes and keep them locked without fail. Residents must not park bicycles or motorbikes outside the premises of TIEC illegally.

14. Gatherings, Parties, etc.

In the event of holding a gathering or party, etc. inside TIEC, the residents in question must decide the person in charge and submit the **“Gathering and Facility Use Request”** to the Administration Office seven days in advance and get permission from the Superintendent.

15. TV Reception, Newspaper, etc.

In the event of personally purchasing a TV and receiving TV stations, or subscribing to newspapers, residents must deal directly with the respective companies for the contract or payment. Upon vacating, you must terminate the contract and complete the payment without fail.

16. International Student Society, etc.

Residents may set up an international student society inside TIEC with the permission of the Superintendent. The terms and conditions for the international student society may be set out with the approval of the Superintendent.

At present, the "RA Secretariat" has been set up with RAs taking a lead in conducting various activities.

17. Disaster Prevention, etc.

Residents must constantly pay attention to disaster prevention, coordinate for preventing disasters in the buildings and observe the following rules.

- (1) Residents are prohibited to use an oil heater or a gas burner inside their rooms as they are fire hazards.
- (2) Smoking is prohibited in all rooms for residence and common facilities. Residents may smoke in the designated smoking area only.
- (3) Residents must regularly check the location of the emergency exit, fire-alarm box and fire extinguisher.

Residents must not use or touch this equipment except in an emergency.

- (4) In the event of detecting a fire, the resident must inform everybody by the fire-alarm box and evacuate under the instruction of the staff and cooperate for rescue.
- (5) Residents are prohibited by law to place goods in passage ways such as corridors or escape ladders. Residents must **NOT** place any items on the balcony which is prescribed as an evacuation route, with exception of a laundry pole or laundry.
- (6) Earthquakes sometimes occur in Japan. Residents are encouraged to participate in an emergency drill to be prepared for such a disaster. (Residents are requested to use escape stairs in the event, the elevators stop due to an earthquake.)

18. Access to Rooms

- (1) It may be necessary for Administration Office or Disaster Prevention Center staff to enter the room with the permission of the resident especially for the sake of the appropriate management and operation of TIEC.

Therefore, you are requested to cooperate with the staff.

- (2) In the event, it is deemed necessary to enter in the room to inspect the firefighting

equipment, etc. as required by law or for the routine management and operation of the facilities, the staff may enter in the room in the absence of the resident after giving notice of the entry date and time in advance.

- (3) The staff may enter in any room without the permission of the resident in the case of an emergency such as a fire, water leakage or other such hazard.

19. Mischievous Behaviors

Residents must **NOT** make any noises which could disturb others, either by shouting louder inside or outside the building or by using a TV, stereo, musical instrument etc. loudly. You must be extremely cautious particularly at midnight or early morning (**22:00 ~ 8:00**). Residents are requested not to bring dangerous or malodorous goods into their rooms or to cause mischief that may annoy other people, or to disturb the safety, order, moral sense or comfort of other residents inside TIEC.

20. Prohibition of Keeping Pets

Residents are prohibited to keep dogs, cats or other pets inside TIEC. You must **NOT** feed wild cats or birds on the premises.

21. Accommodations

- (1) TIEC has special trainees lodging rooms and guest rooms.

The following person are available.

- ① Special trainees lodging rooms (For single)

- international students other than residents
- resident' s family members within the third degree of kinship

- ② Guest rooms (For couple or triple use)

- former residents
- resident' s family members within the third degree of kinship

family members within the third degree of kinship

“great-grandfather and great-grandmother” , “great-grandchild and his/her spouse” , “uncle and aunt and his/her spouse” or “nephews/nieces and his/her spouse” of the resident and “great-grandfather and great-grandmother” , “great-grandchild” , “uncle and aunt” or “nephews/nieces” of resident' s spouse).

- (2) The maximum accommodation period shall be **30 days**.

- (3) Residents wishing to use this accommodation must submit the “Temporary Stay Request” to the Administration Office and, upon receiving the permission of the

Superintendent, they must pay the accommodation fee prescribed below in advance. They must also pay the payment service fee, etc.

Accommodation fee (per night)

Room Type	International Student	Resident' s Family Member, etc. (within the 3rd degree)
Trainees Lodging Room (for one person' s use/22m ²) [Plaza Heisei]	¥4, 158	¥8, 316
Guest room (for twin or triple use/120m ²) [9 th FL of Residence Hall D for families]	¥13, 392	¥26, 784

22. Compensation

In the event, a resident or his/her visitor loses, intentionally or inadvertently damages or dirties facilities, equipment, or articles inside TIEC, the resident in question will be responsible for paying the compensation fee.

23. Expulsion Orders

In the event, a resident fall under any of the following conditions, the Superintendent has the authority to order the said resident to vacate TIEC.

The following residents must vacate within one week subsequent the expulsion order.

- (1) Whoever fails to pay rents for three months or more (the payment due date is the end of each month).
- (2) Whoever fails to pay the entrance fee after the passage of two months from the first date of the permitted period of residence.
- (3) Whoever loses their residence permission due to prolonged absence from school or loss of school registration.
- (4) Whoever violates the rules and regulations with respect to the maintenance of facilities, equipment and fixtures or the maintenance of order listed below.
 - ① **Whoever allows other people who do not have a residence permit to stay overnight or live in their room.**
 - ② Whoever rents or assigns the whole or part of their room to other people.
 - ③ Whoever uses their room for purposes other than living.
 - ④ Whoever modifies any of the equipment or fixtures inside their room.
 - ⑤ Whoever cooks inside a room of Residence Hall A for singles (neither an electric

cooker nor a gas burner can be used).

- ⑥ Whoever brings in any explosive material or other dangerous materials.
- (5) Whoever does not perform the obligatory compensation.
- (6) Whoever is deemed to be in a condition that is inappropriate for living together in TIEC due to illness or other hygiene problems.
- (7) Whoever misbehaves to considerably disturb the order of community living inside TIEC.
- (8) Whoever misbehaves to considerably disturb the public order inside TIEC.
- (9) Whoever violates the law of Japan.
- (10) Whoever the Superintendent has determined that it is necessary to vacate TIEC.
- (11) Whoever, being allowed to live-in as a RA, has neglected their responsibilities for activities or failed to complete their reporting duties.

24. Moving-out Procedures

- (1) In the event a resident vacates either prior to or in accordance with the expiration date of the permitted period of residence, the said resident must submit the '**Moving-out Notification**' no later than one month prior to the scheduled expiration date, to the Administration Office.
Residents should note that one month's rent for the month of moving-out will be collected by automatic debit from your bank account unless the "Moving-out Notification" has been submitted no later than one month prior to the month of moving-out.
- (2) Residents are required to attend an inspection of any damage, etc. on fixtures prior to vacating their rooms. In the event, a resident or their guest loses, or intentionally or inadvertently damages or dirties the facilities, equipment, or articles inside TIEC, the resident in question will be responsible for paying the compensation fee.
- (3) You must clear all payments due for utility and telephone charges before vacating your room. You will not be able to clear the balance with your IC tag key after the departure date.
- (4) Residents must return their cylinder key and IC tag to the Administration Office or Disaster Prevention Center by the departure date.

25. Extension Procedures

In the event of extending the permitted period of residence, you must contact the university or institution to which you belong by two months before of your period of

residence.

III. How to Use Common Facilities and Equipment, etc.

1. Lounge

A lounge is available on every floor from the 2nd floor to 14th floor at Residence Halls A and B for singles, the 1st, 2nd, 4th, 6th, 8th and 10th floors at Residence Hall C for couples, and the 1st, 3rd, 5th and 7th floors at Residence Hall D for families.

If you use the lounge that is for all residents, you must be careful to keep it in order. You must watch out for a fire which may be caused by smoking (prohibited inside the lounge or in the corridors), turn off the lights and lock the door without fail before leaving the lounge. Especially in the case of using the air-conditioning the last person leaving the lounge must turn off the power.

2. Laundry Room (available only for Residence Hall A for singles)

A laundry room equipped with washing and dryer machines is available at each floor of Residence Hall A for singles. Residents may purchase a prepaid card at the card vending machine inside the laundry room. When not occupying the laundry room, you must turn the lights off to save electricity.

You must promptly return the iron, ironing board or vacuum cleaner to the laundry room after use as they are for everyone' s use.

3. Kitchen (available only for Residence Hall A for singles)

(1) A kitchen is available at each floor of Residence Hall A for singles. Residents in Hall A may use the dining room on their own floor. Residents must always keep the kitchen clean.

(2) Residents must not keep personal belongings such as a rice cooker in the kitchen nor can they use electrical appliances (rice cookers, etc.) by connecting many plugs to one outlet, which may cause an electrical fire.

(3) Residents must not leave the place while using an electric appliance such as an IH induction heater (electric hotplate), oven, etc. The power must be turned off after use.

(4) Residents must separate their garbage and dispose of it in the designated garbage containers.

4. Garbage

Residents must bring burnable garbage to the special garbage disposal chute. Residents may use the garbage disposal room key located beside it to open the door of the garbage disposal chute. Residents who do not dispose of garbage in the proper way may be obliged to vacate TIEC.

(Residents must never leave garbage which would cause a plague of cockroaches and flies.)

Residents must separate garbage brought from their rooms and dispose of it in the designated places listed below.

- **Burnable garbage** (raw garbage, etc.)⇒garbage disposal machine room
- **Burnable garbage**(newspapers, magazines, cardboards, etc.)
⇒recyclable garbage storeroom
- **Unburnable garbage** (cans, bottles, etc.) and plastics
⇒recyclable garbage storeroom
- **Hazardous garbage** (broken glass, earthenware, etc.)⇒recyclable garbage storeroom
- **Bulk waste**⇒You must apply for the disposal of bulk waste
(articles sized 30 cm or more), to the Bulk Waste Call Center.

The Center will accept your bulk waste for a charge by advance application.

<Application by telephone> TEL 03-5296-7000

5. Use of facilities

To use common facilities, please make a reservation at Administration office or Disaster Prevention Center. Reservation starts two weeks in advance on a first-come-first-served basis. Facilities with ★ need no reservation. When using common facilities, residents must take special care not to annoy other residents. Residents must take care when using the equipment and fixtures, etc. installed at the common facilities so as not to break or dirty them. Children alone are not allowed to use the common facilities. In the event of using one of the following respective facilities with multiple residents, you must submit the “Gathering and Facility Use Request” to the Superintendent via the Administration Office. You will be able to use it as long as you receive permission. You will not be able to use it for any other purposes than those approved in advance.

Operating hours are as follows:

Equipment	Hall	Hours	Remarks
★Study room A	Hall A	8:00-24:00	No reservations required
★Study room B	Hall A	8:00-24:00	No reservations required

Japanese Seminar room	Hall A	8:00-24:00	
★Training room	Plaza Heisei	7:00-24:00	Reservation for the orientation is required. No reservations required
Gymnasium	Plaza Heisei	8:00-24:00	Available 2 hours a day/4hours a week
Ground	Outdoor	8:00-18:00	
BBQ Area	Outdoor	9:00-21:00	9:00-15:00 or 15:00-21:00
Cooking room	Hall A	8:00-24:00	
Tea room	Hall A	-	On request at Administration Office
Art room	Hall B	8:00-24:00	
Music room A	Hall B	-	On request at Administration Office
Music room B	Hall B	8:00-22:00	Available 2 hours a day/4 hours a week
Multipurpose room	Hall B	-	On request at Administration Office
Recreation room	Hall C	8:00-22:00	
Play room	Hall D	-	On request at Disaster Prevention Center

- ※ 1: You must not leave any of your belongings in the study room or other common facilities. You must take them back to your room after using the facility.
- ※ 2: Only residents who have joined lecture classes and received a completion certificate, will be able to use the training room. In the event of inviting people other than those who received the certificate to enter the training room, permission will be cancelled. Children under 15 are prohibited from entering the training room.
- ※ 3: The aforementioned hours of use may be changed to conserve electricity during the summer season (**July to September**).
- ※ 4: In the event of inviting outsiders to the cooking instruction room, barbeque corner, or gymnasium, the number of outsiders must not exceed the number of residents using it.

6. Automatic Vending Machines

Automatic vending machines are installed at the entrance to the 1st floor in Residence Hall A for singles. You may buy coffee, juice, etc.

7. Room Key (Cylinder key) and IC tag

You may open the doors of the entrance at your room with cylinder key and at every Residence Hall and the common facilities with your IC tag. One room key and IC tag will be rented to residents in the Residence Halls for singles, two keys and IC tags to those in the Residence Hall for couples, and two or three keys and IC tags to those in the Residence Hall for families. Residents must return all keys and IC tags upon vacating their rooms. Residents must complete the payments due for facility and telephone charges before leaving.

<Note>

- (1) Residents must handle the key and IC tag with due care and will be responsible for keeping it until the date of departure. In the event of losing or breaking it, the resident in question must report the loss or damage to the Administration Office as soon as possible. In the case of losing it, you must submit the "Room Key Reissue Request" .
※ You must pay the **2,160 yen** key (IC tag) reissue fee and the **108 yen** handling fee at the convenience store.
- (2) Residents must never rent the key (IC tag) to other people.

**Japan Student Services Organization (JASSO)
Tokyo International Exchange Center
Resident' s Guide**

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