

Ritsumeikan Asia Pacific University AP House Regulations

(Purpose)

Article 1

- 1 These regulations stipulate the necessary matters pertaining to residence in student dormitories in accordance with Article 33 of the Ritsumeikan Asia Pacific University Regulations.

(Establishment)

Article 2

- 1 The University shall establish student dormitories known as AP House 1, AP House 2, AP House 3, AP House 4, and AP House 5 (collectively, “AP House”).

(Management)

Article 3

- 1 The Dean of Student Affairs shall be the person responsible for the operation and management of AP House, and the Manager of the Student Office shall be the person responsible for daily management and clerical duties.
- 2 Matters pertaining to the AP House operations shall be deliberated by the Student Affairs Committee and decided by the Dean of Student Affairs.

(Residence)

Article 4

- 1 The following persons shall be eligible for residence in AP House:
 - (1) Undergraduate students;
 - (2) Graduate students;
 - (3) Special auditors;
 - (4) Part-time students;
 - (5) Visiting researchers;
 - (6) Persons participating in long-term programs operated by APU or hosted under cooperative agreements.
- 2 Notwithstanding the preceding article, in the event that there are vacant rooms, the following persons may be permitted to reside in AP House but limited to short-term residence periods of 31 days or less:
 - (1) Persons participating in programs operated by Ritsumeikan Asia Pacific University (“the University”);
 - (2) Faculty and staff members of the Ritsumeikan Trust;
 - (3) Other cases deemed necessary by the Dean of Student Affairs.

(Specification of Residence)

Article 4-2

- 1 International undergraduate students must reside in AP House for a period of one year after entering the University. However, this does not apply if the Dean of Student Affairs deems that residence is not necessary.

(Permission for Residence)

Article 5

- 1 Persons wishing to reside in AP House must submit an application form in the prescribed format.
- 2 Permission for residence shall be granted by the Dean of Student Affairs following selection of applicants in the following priority order.
 - (1) AP House 1, AP House 2, and AP House 5:

- i) Undergraduate international students;
 - ii) Undergraduate domestic students applying to reside in AP House;
 - iii) Resident Assistants;
 - iv) Students judged by the Dean of Student Affairs to merit residence on special grounds such as physical condition;
 - v) Other students authorized by the Dean of Student Affairs.
- (2) AP House 3:
- i) Graduate students;
 - ii) Special auditors and part-time students;
 - iii) Undergraduate students in second year and above applying to reside in AP House;
 - iv) Other students authorized by the Dean of Student Affairs.
- (3) AP House 4:
- i) Graduate students;
 - ii) Special auditors and part-time students
 - iii) Resident Assistants;
 - iv) Undergraduate students in second year and above applying to reside in AP House;
 - v) Other students authorized by the Dean of Student Affairs.
- 3 Persons who have received permission for residence must submit a Resident's Written Pledge within the prescribed period.
- 4 Persons who have received permission for residence must move in within 14 days of the first day of their period of residence. However, this shall not apply to those persons deemed to have justifiable reasons.

(Period of Residence)

Article 6

- 1 The period of residence shall be one year.

(Renewal of Residence Period)

Article 6-2

- 1 Those who wish to continue residence after expiration of their period of residence must submit an application form in the prescribed format and receive permission from the Dean of Student Affairs.
- 2 The maximum periods of residence in the case of renewal pursuant to the preceding paragraph are as follows:
- (1) Undergraduate students: period enrolled at the University
 - (2) Graduate students: period enrolled at the University
 - (3) Special auditors, part-time students, and visiting researchers: period for which the applicable status at the University is maintained
- 3 For residents with eligibility pursuant to clause (6), paragraph 1 of Article 4, the maximum period of residence in the case of renewal pursuant to paragraph 1 shall be the period enrolled at the University or the period for which their status at the University is maintained.
- 4 Notwithstanding clause (1) of paragraph 2, for students taking up residence on special grounds such as physical condition, the maximum period of residence in the case of renewal pursuant to paragraph 1 shall be

the period enrolled at the University.

- 5 Notwithstanding paragraph 2, for Resident Assistants, the maximum period of residence in the case of renewal pursuant to paragraph 1 shall be the period of appointment as a Resident Assistant.

Article 7 [Deleted]

(Dormitory fees)

Article 8

- 1 Residents of AP House 1 and AP House 2 must pay the rent, common service fee, utilities fee, and bedding rental fee stipulated in Table 1.
- 2 Residents of AP House 3 must pay the rent, common service fee, utilities fee, and bedding rental fee stipulated in Table 2.
- 3 Residents of AP House 4 must pay the rent, common service fee, utilities fee, and bedding rental fee stipulated in Table 3.
- 4 Residents of AP House 5 must pay the rent, common service fee, utilities fee, and bedding rental fee stipulated in Table 4.
- 5 Notwithstanding the preceding four paragraphs, persons newly taking up residence in AP House 1, AP House 2, and AP House 5 must pay a fee of 234,000 yen, and those newly taking up residence in AP House 3 and AP House 4 must pay a moving-in fee and security deposit, as well as rent, common service fee, utilities fee, and bedding rental fee for the number of months stipulated in Table 5.
- 6 Notwithstanding paragraph 1 and the preceding paragraph, Resident Assistants of AP House 1, AP House 2 and AP House 5 shall be exempted from payment of dormitory fees as shown below:
 - (1) Existing resident appointed as a Resident Assistant: Rent, common service fee, utilities fee, and bedding rental fee
 - (2) New resident appointed as a Resident Assistant: Security deposit, rent, common service fee, utilities fee, and bedding rental fee
- 7 Notwithstanding paragraph 1 and 4, fee reductions may be applied to residents in AP House 1, AP House 2, and AP House 5. The details of such reductions, eligibility to apply for them, selection methods, and other essential particulars shall be stipulated separately.

(Revisions)

Article 8-2

- 1 Dormitory fees in the form of rent, common service fee, utilities fee, and bedding rental fee may be revised if they become inappropriate due to an increase in prices and costs or for other reasons. In such cases, residents shall be required to pay the newly calculated amounts even during their already approved period of residence.

(Fees for Short-term Residence)

Article 8-3

- 1 Notwithstanding the preceding article, the fees for short-term residence prescribed in paragraph 2 of Article 4 shall be monthly rent, common service fee, and utilities fee determined in accordance with the categories in Tables 1, 2, 3 and 4, calculated on a per diem basis in accordance with the number of days of residence and rounded up to the nearest 100 yen, plus the room cleaning fee and bedding rental fee.
- 2 Notwithstanding the preceding paragraph, fees for short-term residence shall not be collected in cases of use by faculty and staff members pursuant to clause (2), paragraph 2, Article 4.

(Deadlines for Payment of Fees)

Article 9

- 1 Residents must pay the dormitory fees for each month as stipulated in Tables 1, 2, 3 and 4 by the specified date in said month.
- 2 Notwithstanding the preceding paragraph, new residents must pay the fees stipulated in paragraph 5, Article 8 by the day on which they begin residence.
- 3 Residents vacating their rooms on or before the 15th of the month, must pay one-half of the dormitory fees payable for that month by the last day of the said month; those vacating after the 15th of the month must pay the full dormitory fees for that month by the last day of the said month.

(Dormitory Fee Refunds)

Article 10

- 1 Dormitory fees that have already been paid shall not be refunded, except in cases prescribed in Article 19. However, an amount less any actual fees incurred may be refunded to applicants who have received permission to enroll but have requested to have their enrollment cancelled prior to moving in, or to persons who failed to obtain a Certificate of Eligibility or a visa, may be refunded less any fees incurred processing the refund.
- 2 Notwithstanding the preceding paragraph, fees paid by residents of AP House 1 and AP House 2 at the time of moving-in may be refunded in part in some cases.

(Obligation to Maintain Facilities)

Article 11

- 1 Residents must strive to maintain AP House facilities and equipment and to ensure a comfortable living environment, keeping in mind health and hygiene as well as the prevention of fires and other accidents.

(Obligation to Comply with Usage Rules)

Article 12

- 1 Residents must comply with the AP House Usage Rules stipulated by the Dean of Student Affairs.

(Liability for Compensation)

Article 13

- 1 If residents either intentionally or negligently cause damage or loss to buildings or any auxiliary facilities and equipment, the Dean of Student Affairs may demand compensation from those residents for said damage or loss.
- 2 The University shall not be held liable under any circumstances whatsoever for damages incurred by residents due to an act of nature, fire, theft or other reason not attributable to the University.

(Inspection)

Article 14

- 1 The University may conduct inspections, repairs and other necessary procedures in the rooms at any time with the prior consent of the residents when deemed necessary for administrative reasons; however, when prior consent cannot be obtained in the event of a fire, burglary or other emergency, the University may inform residents of such procedures immediately afterward.

(Cancellation of Permission for Residence)

Article 15

- 1 The Dean of Student Affairs may cancel permission for residence if persons who have been granted such permission fail to complete the procedures for residence stipulated in paragraphs 3 and 4 of Article 5 by the prescribed date.
- 2 The University will not be held liable for any loss incurred by persons whose permission for residence was

cancelled pursuant to the preceding paragraph.

(Moving Out)

Article 16

- 1 Residents must move out of AP House promptly when any of the following apply:
 - (1) When their period of residence has reached its full term;
 - (2) When they take a leave of absence, study abroad, withdraw or are removed from the Student Register;
 - (3) When they lose their eligibility for residence stipulated in Article 4;
 - (4) When they have failed to follow instructions after failing to pay dormitory fees for two months;
 - (5) When they refuse to pay compensation demanded pursuant to paragraph 1, Article 13;
 - (6) When they fall under the criteria for moving out in the AP House Usage Rules stipulated in Article 12;
 - (7) When the Dean of Student Affairs otherwise orders them to move out.

(Moving Out Procedures)

Article 17

- 1 Residents shall complete the following procedures when they move out of AP House:
 - (1) Residents who move out in the month in which the final day of their period of residence falls shall submit to the Dean of Student Affairs a Request for Moving Out at least one month before moving out.
 - (2) Residents intending to move out before the month in which the final day of their period of residence falls shall submit to the Dean of Student Affairs a Request for Moving Out at least one month before moving out and receive approval therefor.
- 2 Residents subject to the conditions of the preceding article who fail to submit a Request for Moving Out prescribed in the preceding paragraph may be ordered by the Dean of Student Affairs to leave immediately and must comply with said order when issued.

(Inspection upon Moving Out)

Article 18

- 1 Residents moving out shall be subject to a room inspection by a party designated by the Dean of Student Affairs, and must bear the cost of repairs if they are deemed necessary as a result of the inspection.

(Dormitory Fee Refunds upon Moving Out)

Article 19

- 1 The security deposit shall be refunded by the end of the month following the month in which a resident moves out. However, if there is any unpaid rent, common service fees, utilities fees, or bedding rental fees, or if any expenses for repairs are due, those amounts shall be subtracted from the security deposit and the remaining balance refunded.
- 2 If a resident has already paid dormitory fees for the month in which the moving-out day falls, and said moving-out day is on or before the 15th of the month, one half of the amount paid shall be refunded by the end of the month following the move-out month. However, if the moving out day falls after the 15th of the month, no such refund shall be made.

(Miscellaneous Provisions)

Article 20

- 1 In addition to the stipulations in these regulations, any necessary matters concerning AP House shall be stipulated by the Dean of Student Affairs in the AP House Usage Rules.

(Amendment and Abolishment)

Article 21

- 1 These regulations shall be amended or abolished by the Executive Board of Trustees after deliberation by the University Senate.

Supplementary Provisions (April 1, 2023: Amendments pursuant to establishment of AP House 5, changes to dormitory fees, etc.)

- 1 These regulations shall take effect on April 1, 2023.
- 2 Notwithstanding the preceding paragraph, these regulations shall take effect on February 1, 2023 for amended Table 2.
- 3 Notwithstanding paragraph 1, continuing residents who were residing in AP House on March 31, 2023 shall be subject to the pre-amendment regulations.

Table 1: AP House 1 and 2 (Moving-in fee, rent, common service fee, utilities, bedding rental fees, security deposit)

Category	Moving-in fee (At move-in)	Security deposit (At move-in)	Rent (Monthly)	Common service fee (Monthly)	Utilities (Monthly)	Bedding rental fees (Monthly)
International students and domestic students	¥32,000	¥98,000	¥39,000	¥3,000	¥6,000	¥2,000

Table 2: AP House 3 (Moving-in fee, rent, common service fee, utilities, bedding rental fees, security deposit)

Category		Moving-in fee (At move-in)	Security deposit (At move-in)	Rent (Monthly)	Common service fee (Monthly)	Utilities (Monthly)	Bedding rental fees (Monthly)
Single room	Regular students	¥33,000	¥66,000	¥21,000	¥3,000	¥7,000	¥2,000
	Regular students whose period of residence is 2 months or less	¥33,000	Not collected	¥21,000	¥3,000	¥7,000	¥2,000
	Non-regular students	¥33,000	Not collected	¥31,000	¥3,000	¥7,000	¥2,000
Shared room	Regular students	¥33,000	¥66,000	¥15,000	¥3,000	¥10,000	¥2,000
	Non-regular students	¥33,000	Not collected	¥25,000	¥3,000	¥10,000	¥2,000

Table 3: AP House 4 (Moving-in fee, rent, common service fee, utilities, bedding rental fees, security deposit)

Category	Moving-in fee (At move-in)	Security deposit (At move-in)	Rent (Monthly)	Common service fee (Monthly)	Utilities (Monthly)	Bedding rental fees (Monthly)
Degree-seeking students	¥33,000	¥98,000	¥37,000	¥3,000	¥7,000	¥2,000

Non-degree-seeking students	¥33,000	Not collected	¥47,000	¥3,000	¥7,000	¥2,000
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Table 4: AP House 5 (Moving-in fee, rent, common service fee, utilities, bedding rental fees, security deposit)

Category	Moving-in fee (At move-in)	Security deposit (At move-in)	Rent (Monthly)	Common service fee (Monthly)	Utilities (Monthly)	Bedding rental fees (Monthly)
International students and domestic students	¥32,000	¥98,000	¥41,000	¥3,000	¥6,000	¥2,000

Table 5: Number of months' worth of rent, common service fees, and utilities fees to be paid in initial installment when moving in

Resident type	Move-in period	Dormitory fees to be paid (excluding the moving-in fee and security deposit)
(1) <u>Graduate students and undergraduate students in second year and above</u>	March 16 – April 15	2 months' worth (for April and May)
	September 16 – 30	1.5 months' worth (for half of September and October)
	October 1 – 15	1 month's worth (for October)
(2) Special auditors and part-time students	To be listed in the application guidelines at the time of recruitment	The number of months corresponding to the scheduled period of stay
Persons other than those listed in (1) and (2)	To be listed in the application guidelines at the time of recruitment	2 months' worth; however, this shall be 1.5 months' worth if the move-in date falls between the 16th and the end of the month.