

Student Housing Orientation

1. Location Name and Address

- 1, Yamasa Student Village (E.g. Write Yamasa Student Village - "room #")
104 Ooike Hanecho Okazaki City Aichi 444-0816
- 2, Yamasa Villa I
189 Jinba Hanecho Okazaki City Aichi 444-0815
- 3, Yamasa Villa II
193 Jinba Hanecho Okazaki City Aichi 444-0815
- 4, Yamasa Villa III or IV (E.g. Write Yamasa Villa III - "room #")
195 Jinba Hanecho Okazaki City Aichi 444-0815
- 5, Residence U
3-5-1 Shoujida Okazaki City Aichi 444-0821
- 6, Residence K
14-15 Fubukicho Okazaki City Aichi 444-0817

2. Term of Residence

a) Student Visa holders:

For students with a student visa, the term (length) of residence is calculated on a *calendar month basis*, not from the day of entry. If you have a student visa, please note that even if you enter student housing midway through a month, when you graduate you need to move out by the end of the calendar month of your graduation.

For example: If you enter an apartment on October 4th for one year of studies, you need to move out by September 30th of the next year. It is not possible to stay until Oct 3rd without additional payment, as the rooms need to be allocated to the next intake of students.

b) Short stay (tourist) and other visas:

For students with short stay (tourist) and other visas, rents are calculated from the day of entry. Rates are charged by the weekly rate and/or day extension rate (3000 yen/night). The minimum payment is for 4 weeks (28 days).

For example: Suppose you enter an apartment on April 2nd for a 12-week course commencing April 4th and finishing June 27th. 12 weeks from April 2nd is June 26th, so you will need to extend your stay in the residence by at least 2 days in order to complete your course. For the sake of an example, let's say you decide to stay until the 30th, i.e. 12 weeks plus 4 days in total. Depending on whether you have rented single or shared accommodation, it may be cheaper for you to pay 4 X 3000 = 12000 yen for the additional 4 days, or it may be cheaper for you to pay for a 13th week at the shared rate. Check the homepage for prices and contact the Housing officer if you are not sure.

Please give at least 2 weeks notice of your departure date if possible.

3. Accommodation Fees

a) Student Visa Holders:

If you are enrolling using a student visa, your accommodation fees are calculated on a monthly basis. **In general, student housing fees should be paid for 3 months up front. Where this is impractical or impossible, please contact the Housing officer in Student Services. After you complete your first 3 months of study, you can pay on a monthly basis if preferred.** Please note that if you prefer to pay on a monthly basis, then your rent needs to be paid in advance by the 25th day of each month or previous working day if the 25th is a Sunday.

Refunds: There are 2 types of refund – one is for any unused accommodation fees, the other is for the security deposit. For detailed information concerning refunds of unused accommodation fees please refer to the homepage. For the refund of your security deposit after your stay, please note that the refund will be partial and will usually take about one or two months to complete. The security deposit is used for cleaning and remaining power bills after the end of stay.

b) Short Stay (Tourist) and other Visa Holders:

If you are enrolling for a short course using a short stay or other visa, your accommodation fees are calculated from the *day of entry*. Rates are charged by the weekly rate and/or day extension rate (3000 yen/night). **The minimum payment is for 4 weeks (28 days).**

Please note that if you prefer to pay for 4 weeks and then by installments, your rent needs to be paid in advance – rent is not paid on departure.

Refunds: Unused accommodation fees will be refunded according to the general refund policy. For detailed information concerning refunds of unused accommodation fees please refer to the homepage.

4. Accommodation Furnishings

The number of items, size and type of furnishings in the student housing is different according to each room. Yamasa will replace items that break due to ordinary wear and tear – however students will need to compensate Yamasa for lost (missing) items or damage to contents (example: broken windows, holes in walls etc).

Yamasa provides in all studio apartments:

Air conditioner, Refrigerator, TV, Desk, Desk Lamp, Bed, Chair, Bookshelf, Gas range/cooker (Villa 3 & 4) or Electric Cooker (Villa 1, Residences K & U), Rice cooker, Saucepan, Kettle, Frying pan.

Yamasa provides in Student Village rooms:

Air conditioner, TV plug, Desk, Desk Lamp, Bed, Chair, Bookshelf, House telephone & intercom, 10BaseT internet connection.

Yamasa provides in Yamasa Villa 2:

Air conditioner, TV, Desk, Desk Lamp, Bed, Chair, Bookshelf.

Yamasa provides in Residence L:

Air conditioner, Refrigerator, TV, Desk, Desk Lamp, Bed, Chair, Bookshelf, Gas range/cooker, Rice cooker, Saucepan, Kettle, Frying pan, Dinner table, 2 chairs.

Students need to prepare their own bedding/futons. If you would like Yamasa to contact the *Futonya* (futon shop) to arrange for futon purchases or lease, please inform “ Admissions” in advance. Please note that once a futon has been used (even once), the *Futonya* will not accept returned futons.

5. Key loss

Do not lose your key! If you lose the key to your apartment, report it to Student Services or the International Office immediately! It is not the items in the apartment, but personal safety that we are concerned about. For security reasons we will need to replace the lock and students who lose their keys will need to pay for the cost of replacement locks (approximate costs ¥10,000)

6. Noise control in residential area

Some of the local residents take exception to noise after 8 p.m. Please avoid talking outside your apartment or room after 8:00 p.m. At night, **close the door and windows**, reduce the volume of TV's and stereos. When listening to music, use low volume with windows and doors closed or with headphones. If you are living in the apartments (particularly Yamasa Villa), please avoid/minimize visits to other rooms after 10:00 p.m. If it is necessary, be extremely quiet.

IMPORTANT:

※Please avoid offending local residents by ensuring that you keep noise down. Students will have to leave Student Housing if they are complained about on 3 occasions.

※If your family or friends need to stay at Student Housing, the fee is ¥3,000 per day for 1 person. Please contact Yukiko Iijima at Student Services or Declan Murphy at the International office as far in advance as possible.

※**All indoor areas are designated non-smoking areas.**

Smoking is permitted in the following places:

★ **Yamasa Villa:** parking area

★ **Student Village:** terrace (B1)

★ **Residence U, K and L:** outside balconies

Do not smoke in the toilets in Student Village or Yamasa Villa 2. Please note that even if you rent a single apartment, it is designated non-smoking. If you smoke in an apartment, the smell will remain in the wall surfaces. At the end of your stay, we will need to replace wall surfaces with new coverings – the cost will be deducted from your security deposit refund.

7. Trash/Rubbish Disposal

Please place trash/rubbish in the designated areas only on the dates stated in the schedule. At Yamasa Villa, **there are boxes near the stairs of Villa 4, and also 2 large blue containers near Villa 2, so please place items there on the dates stated in the schedule.** It is resident's responsibility to clean and keep clear the entrance to the apartment. If you smoke, please don't discard cigarette butts in the car park or in the bicycle shelter. There are ashcans around the car park, so please dispose of cigarette butts, packets appropriately.

※Also please refer to calendar and small booklet on garbage.

8. Process of leaving Student Housing

- Students need to give notice of their departure date to the Housing officer 2 weeks in advance. We will check the room together with you before you leave.
- **Student Visa holders:** Before you leave, please complete the form “Security Deposit Refund” available from Student Services.
- When you leave, please return the room key to Student Services personally. If you are departing early morning or late at night, it is possible to return the key via your friends or roommate. If so, please inform us in advance of your friend's name and the day they will return the key.

9. Common facilities (Student Village & Yamasa Villa 2)

- Please clean the kitchen/food preparation areas immediately after you finish cooking, and return any items (fry pans, saucepans etc) back to shelves so that other students can cook.
- Keep personal items, utensils, food etc in your own box. Do not use boxes other than the one allocated to you.
- Do not leave shampoo, soap etc in the bathrooms. Carry them to/from the showers in a small box. Also, if you have long hair, remove any hairs to avoid blocking drains.
- Please do not use the lounges after 11p.m.
- If you want to have a party in a lounge or in Aoi Hall, please complete the application form available at Student Services.
- Please keep the bathrooms and toilets clean.
 - ※Please do not take toilet paper out of the toilet.
 - ※In the event that you are suddenly ill or in urgent need of assistance please contact a member of staff.

10. Calculation of Security Deposit refund

(Student visa holders staying in apartments)

It costs a minimum of ¥15,750 to clean a room and more when a substantial amount of cleaning is required. The power and water is not cut until after cleaning - this will take about a week. Yamasa will pay your final months utility bills from the security deposit.

(Student visa holders staying at Village or Villa 2)

Cleaning your room will usually cost around ¥5,000 (for stays up to 6 months) to ¥10,000 (longer term stays), though it may cost more if substantial cleaning is required.

※The refund is returned to student's account or other preferred method. It takes at least one month for the refund to be sent and can be longer when many students are leaving at the same time. The Students need to pay any bank fees incurred in receiving refund.