

## URBAN CASTLE KAWAUCHI (UNIVERSITY'S PRIVATE DORMITORY FOR STUDENTS) ADMISSION GUIDE

### 1. PROCEDURE OF THE ENTERING

At the time of entering, these following documents are to be submitted to the office.

1. Urban Castle Kawauchi Dormitory's entering contract.
2. Copy of the passport, the resident card, or the student ID.
3. Equipment confirmation sheet.
4. Other
  - Application for bicycle's parking area
  - Bedding-Rental application form
  - Refrigerator-Rental application form, etc.

### 2. PAYMENTS FOR ROOM-RENTAL AND OTHERS

The ways of paying are the followings;

1. CREDIT CARD SETTLEMENT
2. DIRECT DEBIT
3. CASH
4. BANK TRANSFER

# For more information, please refer to "Urban Castle How to pay."

### 3. MAINTENANCE OF PREPARED-EQUIPMENT

Please take care and use carefully all the prepared-equipment inside the rooms and inside the dormitory area.

Please report to the managerial room if damages caused.

There might be compensation for loss or reparation fee required.

### 4. VISITORS EXCEPT TENANTS

Without exceptional reason, visitor(s) except tenants are not allowed to stay/lodge.

If a tenant lets visitor(s) to lodge without permission, we will make the visitor(s) leave immediately, so be careful.

Visitor(s) with relationship may come and visit only after receiving permission from managerial room, and please have your meeting at the lounge or the cafeteria.

### 5. ROOMS AND TENANTS

Lights-out time is 12 o'clock at night (0:00 a.m.). Don't make so much noise after 12 o'clock.

Always let fresh air (change of air) into the room, clean the room periodically, and always keep the room in tidy-state well ordered.

### 6. MEN&WOMEN RESPECT EACH OTHER

4F and 5F are for women's only floor. 2F and 3F are for men's only floor. Both men and women are not allowed to enter each other's floor.

Meetings or other interchange activities may be held at the cafeteria (1F dining room) or at the lounge.

### 7. GOING OUT OR AWAY OVERNIGHT

If you're planning to go out or away overnight for more than two days, please send out a report/notice to the managerial room. If you're going out or away overnight without notice for more than 2 days, we may go into your room and check inside it by force.

8. MAILBOX

Managerial messages, mails, letter, and other postal things will be put into your mailbox. Please check them everyday. Home-service delivery things or other postal-package will be kept at managerial room.

9. BICYCLES PARKING AREA

If you need a space for your bicycle parking, please report to the managerial room at first place, and get your private seal to stick on your bicycle. Bicycles with no seal will be removed. And for your own safety, don't forget to lock your bicycle in order to prevent crimes.

10. CARS PARKING AREA

If you need a space for your car parking, please report to the managerial room, and pay monthly contract of cars parking area. Parking without permission will be towed away.

11. SMOKING

There is a place where an ashtray stand is set. Please do smoking at the place only. And please consider your surroundings when you're smoking.

12. NIGHT ENTERING

There is no curfew, but you can not enter this dormitory without a password from 10 p.m. to 5 a.m. Please never tell other people the password for security.

13. EMERGENCY CASES

In case of sudden illness, fire and/or other emergency cases, please report immediately to the managerial room.

Managerial room number : 022-713-8366

14. MOVE OUT

If you're planning to move out, please send report/notice to the managerial room as soon as possible, at least until a month before you move out. When you move-out, please consider the next tenant to move-in, and please do some elaborate cleaning. If you did not clean and tidy-up well enough, we might ask you to do it once again.

Moving can only be done in daylight (8:00 a.m.- 5:00 p.m.), any day except Sunday.

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How to pay the dormitory fee

## ①CREDIT CARD SETTLEMENT

You can pay the monthly dormitory fee by credit card. You can use the CREDIT CARD SETTLEMENT SYSTEM on web if you want to pay monthly dormitory fee by credit card(except Union Pay). Registration is necessary to do the Web settlement.

Available credit cards are the followings;



## ②DIRECT DEBIT

You can pay the monthly dormitory fee by direct debit if you have the 77 BANK account. The bankbook and the seal are necessary for the procedure.

## ③CASH

You can pay the monthly dormitory fee by cash if you don't have a credit card or the 77 BANK account. Please keep to that payment period.

## ④BANK TRANSFER

You can pay the monthly dormitory fee by bank transfer. The invoice including the bank account to be transferred into will be issued to you. Please ask about it to the office before you move into if you want to pay by bank transfer.

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FAX: 022-713-8367