

Important Notice

Please read the following contents thoroughly before submitting the application.

Kyoritsu Maintenance Co., Ltd.

※Please read and understand the conditions before sending in the application form.

(Please note that the use of the dormitory is allowed for study purpose only.)

Application form

◆Fill out your name in Japanese, English and your native language, gender, age, birthday, nationality, school in Japan, current contact details in your home country, phone number and E-mail Address in the form. If you have a FAX number, please write it down as well.

※Make sure to write neatly in big letters to prevent mistakes in the application process.

◆Please fill out your move-in date and contract end month. For a long-term contract, the contract end date for WID is fixed on the 20th and others on the 24th monthly. However, if you wish to stay until the last day of your contract end month for reasons such as your flight and school schedule, please consult us.

※As the period from the 27th of December to 4th of January is New Year's holiday in Japan, you cannot move in nor move out during this period.

※Most dormitories start the preparation at the end of March and August to accept new students in April and September. Therefore, those whose contract terminates in March and August must move out before by the 24th. ~~(20th for WID)~~. For certain reasons such as your study course finishes after the 24th of March, please consult Customer Center.

◆Japanese conversation level

Please choose and tick 『Advanced』 『Intermediate』 or 『beginner』 for your Japanese conversation level. If you tick 『beginner』, please choose one language you can speak from 『English』 『Chinese』 or 『Korean』

◆Leasing of bedding, TV and ~~refrigerator~~

If you would like to lease bedding, TV ~~or refrigerator~~, please fill out the lease period.

If you do not wish to lease, please mark unnecessary.

※For a short-term contract, there is not need to prepare bedding. (we will provide it for free.)

※The minimum lease period of TV ~~and refrigerator~~ is 3 months.

※If you lease bedding, you can change bed sheets and a pillowcase up to 3 times per month for free.

(Please change them by yourself.)

※In case of cancelling the lease, notify us at least a week before your move-in day. If you cancel the lease after this period, we will charge all the lease fee. Also, please note that the lease period cannot be shortened.

※The lease fee is described on the dormitory application form.



◆Cancellation and change of application form

If you cancel or change the details of your application after the submission of the form, a cancellation fee or a change fee listed below will be charged.

1 month to 15 days prior to your contract start date	single : 25,000yen / Twin : 15,000yen
14 to 1 day prior to your contract start date	Single : 50,000yen / Twin : 30,000yen
After your contract start date	Full amount stated in the invoice
Change fee	1,000 yen / each time

※Change of your contract start date is available until 1 week before your move-in date.

The initial fee

◆After the submission of your application form, you will receive the invoice for the initial fee.

Please remember to make a remittance by the due date, and that the transfer fee is to be paid at your own expense.

If you cannot make a payment by the due date for a certain reason, please consult Customer Center.

※If you are on a long-term contract with fees for international students, the initial fee is a total of 『deposit』 『entrance fee』 『building maintenance fee』 『room cleaning fee』 『first month's rent』 『first month's electricity』 『first month's internet facility fee』

※For those on a short-term contract with fees for international students, all the fee for the contract period should be paid in one payment.

※For those who are not with this international student fees, the annual maintenance fee is also included in the initial fee.

【Attention!!】

When remitting a payment, make sure to mention the remitter's name (your name) or your personal code on a message column of the form. Without your personal code, the remittance may not be made.

Contract

Contract start date(dormitory move-in date)

You are able to move in on your contract start date or after but not before that date.

【Attention!!】

The dormitory manager is off duty on Saturdays, Sundays and Public holidays. Therefore you cannot move in on those days. If you wish to move in on a weekend or public holiday for inevitable reasons such as the delay in the VISA insurance, please consult Customer Center before the purchase of your flight ticket.

※Reasons such as 『I have already booked my flight ticket, so I want to move in on a weekend.』 cannot be accepted. Please remember to consult Customer Center before you book your flight.

Contract procedures

After moving in to your dormitory, you must come to Kyoritsu Maintenance's office to complete your contract procedures within 10 business days (about 2 weeks).

Business hours for this contract procedures are from 10AM to 4PM Monday to Friday. (except for weekend and public holidays)

Please inform Customer Center of your preferred date and time.

It should finish within 1 hour.

Make sure to bring your 『Passport』『Student ID』『Residence Card』『ID photo(4×3cm)』『Stationary』『Personal seal(if you have)』

※You cannot stay in the dormitory without completing this contract procedures.

※Regarding 『Student ID』 and 『ID photo』, photo copies of these 2 items can be submitted on later dates.

Early termination of the contract

◆If you are on a short-term contract and wish to terminate your contract earlier or cancel it after your contract start date, all the fees paid cannot be refunded and taken as a penalty.

◆If you are on a long-term contract and wish to terminate your contract earlier, you must inform Customer Center or the dormitory manager at least 1 month prior to your move-out date.

If you inform your dormitory manager about your leaving in the same month as you move out, you will be charged for one month worth of rent as a penalty.

Before moving in

Have you prepared these things?

Dormitory essentials you will need

1. Bedding : If you did not lease bedding, please make sure to prepare them by yourself.
There is no rental / spare bedding in the dorm.
(If you are on a short-term contract or lease bedding, you do not need to prepare.)
2. Daily essentials : Shampoo, soap, washing powder, slippers etc.
※Please prepare your own laptop if you use the internet.

Prohibited items

For disaster prevention, items listed below are prohibited to be brought in to the dormitory.

- Electric appliances which might cause a fire such as electric heater and blanket and rice cooker.
- Items which use a fire such as candles.

Other rules to keep in mind

No smoking or drinking is allowed inside the dormitory. If you are found smoking inside, you will be charged a repair and cleaning fee.

Under Japanese law, it is prohibited for people under 20 to smoke and consume alcohol.

Follow the dormitory rules. There will be an explanation of rules when you move in.

Flow of your move-in day

Please read through before your arrival in Japan

【IMPORTANT】

◆Confirmation of your flight.

Please remember to inform us of your flight information after the purchase of your flight ticket.

As we need to know your estimated arrival time to the dormitory, please send an email to Customer Center and let us know of your flight information after booking your ticket.

※The dormitory manager is not on duty after 9PM. As there will be an explanation from the dormitory manager about dormitory rules and facility at the time of move-in, please arrange your schedule to be able to move in by 8PM.

In the event of arriving at the dormitory after 8PM, please contact Customer Center.

◆After your arrival at the airport

☐ Go directly to the dormitory

If you are going directly to your dormitory from the airport by yourself, please call Customer Center(03-5295-7889) and tell us that you are going to the dorm.

If you wish to do some shopping, please do so after moving in to the dorm.

Please remember to come to our office to complete your contract procedure within 10 business days after moving in.

☐ Use a route guidance service

- : 1. Inform Customer Center of departure time of Keisei SKYLiner after purchasing the ticket.

※ Due to time constraints, please refrain from shopping at the airport.

※ If you have a lot of luggage, send them to the dormitory from the airport via parcel delivery service. (it would be difficult to carry a lot of luggage as you will use trains.)

2. Join the staff at Keisei Ueno Station, then go to the dormitory.

※This service is only to show you the way to the dormitory by going together.

Please organize the luggage delivery and train tickets on your own.

3. After arriving at the dormitory, the dormitory manager will briefly explain about the dormitory rules, facility and your room.

When a simple room condition check is done, sign on the 『Room condition

& furnishing check list.』

※You will be required to do the same thing when you move out. If there is defacement, the repair fee and other fees may be charged. Please use your room nicely.

◆After your move-in : Contact your parents and tell them that you have safely arrived at the dormitory.

You can make an international call on the IP phone in your room.

※How to call abroad : 0-010-country code-area code-phone number
(First 0 of area code is not necessary.)



Please contact Customer Center if you have any questions regarding our dormitories.

Kyoritsu Maintenance Co.,Ltd.

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