

## Welcome to “Meiwa Ryo”

### Guidance for short-term dormitory students from foreign countries

(This guidance applies to foreign students living in the dormitory "Meiwa Ryo".)

#### 1. NECESSARY EXPENSES

- (1) Room rent: 800 yen/month (700yen/month: if two people share a room)
- (2) Maintenance expense: 500yen/day or 3,000yen/week  
Electricity is included.
- (3) Meal expense (breakfast, lunch, and dinner): 1,019 yen/day  
Meal service is available only during regular classes period.
- (4) Bedding rental expense: about 6,000yen (Option)  
If you bring your own bedding, please be sure to bring it back when you leave the dormitory.  
Bedding will not be stored or disposed of in the dormitory.

Note: Cancellation and refund of meals: If you don't need three or more meals in a row, you may cancel your meal order. Please submit a meal cancellation request by 17:00 three days in advance. Only the material cost will be refunded.

#### 2. DAILY SCHEDULE

Table1 Daily schedule for dormitory students (Regular classes period)

Contents	Time
Getting up	<b>7:00</b>
Cleaning by yourselves	7:00 ~ 7:20
Morning roll call	7:20
Breakfast	7:30 ~ 8:30 (8:15 ~ 9:00 on holidays)
School attendance	8:30
Lunch	12:00 ~ 13:00 (12:20 ~ 13:10 on holidays)
Bathing	17:00~21:50
Dinner	18:20 ~ 19:50
Self-study time (1)	20:30 ~ 21:30
Curfew* / Roll call	<b>22:00</b>
Cleaning by yourselves	22:00 ~ 22:30
Self-study time (2)	22:30 ~ 23:30
Lights out / Going to bed	<b>23:30</b>



\* Currently, the curfew is set at 20:30 due to a countermeasure against COVID-19.

**During long vacation period:** No meal service at the dormitory canteen. Curfew and Roll call time will be determined by host professor. Dormitory rooms need to be kept clean by yourselves, so clean them for at least 10 minutes every day.

### 3. ATTENTION AND INSTRUCTIONS

- (1) **Emergency**: Please check the evacuation route in the dormitory. Emergency stairs and ladders are located at both ends of the building. In case of an emergency, please follow the instructions of the dormitory staffs to evacuate. The evacuation site is around the main gate roundabout. Also, please read carefully the typhoon precautions posted on the bulletin board.
- (2) **Health Care**: Please be careful of your health. If you have any problems with your health, please report immediately to the dormitory office. You can also use the college infirmary. Please have a copy of your insurance documents and a few thousand yen in cash ready for emergencies.
- (3) **Safekeeping of Valuables**: You must be careful to the safekeeping of valuables such as cash. Please use a valuables locker or a desk with a lock. Should not have a lot of cash.
- (4) **Keys**: You must keep your keys (pin tumbler and keycard) carefully; if you lose either one of them, you must compensate for its actual expense. Also, do not lend them to others.
- (5) **Roll Call**: Roll call will be held at 22:00 daily. And the current curfew is 20:30 (during regular classes period) due to COVID-19 measures. If you are late for roll call or curfew for any reason, you will be penalized. In case of any problems, please be sure to contact the dormitory office in advance. The phone numbers of the dormitory office are 096 242 6253 and 096 242 1155.
- (6) **Staying Out**: During regular classes period, staying out is permitted over the night of Friday, Saturday, or the night before the holiday; you have to fill the required information on the place where you want to stay and the way of contact (e. g. phone number) in the prescribed record book. Concerning the other nights of the week, you have to ask permission for staying overnight out and to receive it before leaving the dormitory. In both cases, you are required to visit the dormitory office to follow these procedures. If you wish to stay out overnight during the long vacation period, please follow the instructions of your host professor.
- (7) **Prohibition of smoking and drinking**: In the dormitory, **smoking** and **drinking** are strictly prohibited. You cannot bring a cigarette, a lighter, or liquor into the dormitory. In addition, you cannot come back to the dormitory while you are still affected by alcohol; even if you are over 20 years old, you ought not to drink outside the school site in so far as you are not permitted to stay out.
- (8) **Breaking into or inviting into**: There are separate compartments for male and female. Do not trespass into the compartment of the opposite sex. Do not enter or leave the dormitory at night. It is also forbidden to invite non-residents into the dormitory, even during the daytime.



**Breaking dormitory rules will get you evicted from the dorm. [yellow & red card rule]**

- (9) **Bicycles**: You can rent a dormitory's shared bicycle for free for three hours. Please visit dormitory office for the key and procedure.
- (10) **Delivery Service**: The following items cannot be picked up at the dormitory.
  - Payment upon arrival
  - Chilled parcel delivery service
  - Unnecessary items for daily lifeAs a rule, students cannot pick up their belongings at the office during the long vacation period.

If you have any question with respect to the dormitory rules, please ask us anytime without hesitation. We wish you have a comfortable time in our dormitory.

## COVID-19 Infection prevention measures in dormitories

Beginning in 2020, the following measures are being taken to prevent the spread of COVID-19 in the dormitory.

- Meals times will be divided into former and latter halves, and you eat at your designated seats.
- The curfew is set at 20:30, and students are not allowed to go out after that time.
- Check body temperature and health observations at 22:00 and 7:20 daily.
- Keep a record with magnetic of your own name so that we can trace the history of bathing time and place.
- Keep a daily health record and immediately report to the office if you have a high fever or relatively mild cold symptoms such as fever and cough, or if you continue to have relatively mild cold symptoms such as fever or cough.
- Be mindful of cough etiquette and refrain from talking loudly.
- Masks must be worn in the dormitory and visiting other people's rooms is prohibited.
- Wash your hands before and after meals, as well as when using shared equipment.
- Regularly ventilate your own room and common areas also.
- Recognize that contact-confirming applications (COCOA) and news media can be effective in keeping track of infection status, etc.

Thank you for your understanding and cooperation.