

※ The Japanese version is the authoritative version, and this English translation is for reference purposes only. Should any discrepancies or doubts arise between the two versions, the Japanese version will prevail.

The University of Tokyo Regulations on the Use of the International Lodge / Komaba Lodge

Approved by the Executive Vice President of UTokyo

Dated: November 25, 2010

Amended: October 23, 2012

March 26, 2013

1. This regulation stipulates the essentials for the use of the University of Tokyo International Lodge / Komaba Lodge (hereinafter referred to as the “Lodge”) buildings listed below in accordance with the rules provided in Article 5 of “The University of Tokyo Regulations on the International Lodges”.
 - Komaba Lodge, Main
 - Komaba Lodge, Annex
 - Komaba Lodge B
 - Komaba Lodge C
 - Komaba Lodge D
2. Eligibility for Use of the Lodge
 - International researchers engaged in education and research at the University of Tokyo (hereinafter referred to as “UTokyo”) and their spouses and children
 - International students enrolled at UTokyo and their spouses and children
 - International researchers engaged in education and research at a national university in Japan other than UTokyo and their spouses and children (if there are vacancies at that time at the Lodge)
 - Others permitted by the Executive Vice President in charge of international affairs or relevant Vice President of UTokyo (hereinafter referred to as the “UTokyo Executive Vice President for international affairs”) or by the Chairperson of the Committee for International Student Exchanges and Lodges as being eligible.
3. Permitted Term of Stay at the Lodge
 - From a minimum of 14 days up to a maximum of 1 year. However, the permitted term of stay for international students will be from a minimum of 1 month to a maximum of 1 year.
 - The above permitted term of stay may be reduced or extended if deemed necessary by the UTokyo Executive Vice President of Global Affairs or by the Chairperson of the Committee for International Student Exchanges and Lodges.

4. Permission to Reside at the Lodge

- The permission to reside at the Lodge will be issued by the Executive Vice President for international affairs to the applicant through the head of the faculty/graduate school in which the applicant is enrolled in.
- Those permitted to the Lodge will be issued with a "Notification of Admission."

5. Procedures for Application and Move-In

- Applicants are required to submit their applications to the International Support Group of the Education and Student Support Department through the head of their faculty/graduate school.
- Those permitted to reside at the Lodge will have to move in within 7 days from the starting date of their permitted term of stay printed on their "Notification of Admission."
- Those permitted to reside at the Lodge will have to submit the designated forms of "Registration" and "Pledge" to the Lodge Office at the time they move in to the Lodge.

6. Cancellation of Permission to Reside at the Lodge

- The Executive Vice President for international affairs holds the right to cancel the permission to reside at the Lodge if the said person does not fulfill their obligations as follows:
 - (1) if he/she does not move into the Lodge within the designated period provided in Item 5 above without sufficiently good reason thereof;
 - (2) if he/she does not fulfill the payment of the accommodation fees by the said due date regardless of the repeated request made by the Lodge;
 - (3) if he/she has caused serious damage to the management/operation of the Lodge by ways of infringing the rules provided in Item 11 below; and
 - (4) if he/she does not fulfill his/her obligations to compensate the damages and losses stated in Item 12 below.
- Those whose permission to reside at the Lodge have been cancelled must leave the Lodge within 7 days from the date of notification thereof.

7. Accommodation Fees, etc.

- Residents will be charged the accommodation fees given in the chart below in addition to the utilities fees and common service fees of the Lodge.

8. Payment of the Bill

- Residents must pay the amount billed by the due date written on the payment slip. All amounts paid will not be reimbursed under any circumstances.
- If a resident is to move into or out of the Lodge on a date in between the start or end of the month, the accommodation fees thereof will be prorated by ways of calculating the fees by multiplying the daily fee with the number of stays at the Lodge for the said month.

9. Departure from the Lodge

- Residents are required to submit the "Notification of Departure" to the Lodge Office by no later than 14 days prior to their actual date of departure from the Lodge. However, this regulation is not applicable to those whose permit to reside at the Lodge has been cancelled.

10. Usage of the Common Facilities of the Lodge

- The common facilities of the Lodge can only be used by those who have gained permit either from a Lodge

resident or the Director of the Lodge and who have sought and gained the necessary permit from the UTokyo Property Management Group.

- The university holds the right to prohibit or cancel the use of the Lodge common facilities in the event the user has caused serious damages to the common facilities of the Lodge.

11. Maintaining Order within the Lodge

- Residents are required to cooperate in maintaining order within the Lodge as well as the maintenance of its facilities and equipment in order to keep them in good shape.

12. Compensation of Damages and Losses

- Residents are required to pay compensation for any damages and losses they cause to the Lodge facilities and equipment, either by intent or by negligence, and will be held responsible to restore the Lodge facilities and equipment to their original state.

13. Miscellaneous

- Residents are required to fill out and submit the forms designated by the University to the Lodge Office as requested.

Supplementary Provisions

This regulation is to take effect from November 25, 2010.

Supplementary Provisions

This regulation is to take effect from October 1, 2012.

Supplementary Provisions

This regulation is to take effect from April 1, 2013.

■ Table of the Accommodation Fees at the Komaba Lodge

	Room Type	Researchers		International Students	
		Monthly Rent	Daily Rate	Monthly Rent	Daily Rate
Komaba Lodge, Main	Single			JPY 48.900	JPY 1.630
Komaba Lodge, Annex	Single	JPY 66.300	JPY 2.210	JPY 49.800	JPY 1.660
	Couple			JPY 66.300	JPY 2.210
Komaba B	Single			JPY 31.700	JPY 1.060
Komaba C					
Komaba D					