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| **Married Student Apartments Rules and Regulations** | **Section of Student Affairs(T.3602)** |
| 1. Potential Occupants  A. Married enrolled students in the master's and doctorate programs (including integrated program) or those on a leave of absence (for no longer than two semesters) to start a  business approved by the Institute, whose spouse is a household member.  B. Non-students: Faculty members (8 housing units, 132㎡each), staff members (5 units), researchers (9 units).  C. Other persons approved by the president.  D. Restrictions may be made depending on the housing availability.  2. Approval for Occupancy  A. An application form must be submitted providing necessary documentation for  approval by the office manager in charge.  B. Students who have set a marriage date must submit documentation of marriage plans for approval. This is to later be replaced by a marriage certificate.  C. Approval of occupancy may be revoked if the approved person does not move in  within 15 days of the scheduled date without a valid reason.  D. For cancellation of occupancy, appropriate forms expressing the intention for  cancellation must be submitted.  E. In the case of unavoidable circumstances, persons scheduled for marriage may move  in two months prior to their marriage. Failure to submit a certificate of marriage as  planned may result in an immediate cancellation of occupancy approval, and the  occupants will be ordered to vacate.  3. Assigning Housing Units  A. Application for student units is accepted throughout the year, and housing units are  assigned based on priority or in the order of applications received.  B. Applications for housing are received through regular notices at least once a year,  and housing units for researchers and staff members are assigned according to a scoring table used to determine occupancy priority.  4. Period of Occupancy  A. In a case where an enrolled student staying in a married student apartment becomes a researcher at the Institute immediately after graduation, as long as there are available  housing units, that researcher may immediately begin occupancy for a duration of up to  six months with the approval of the head of the department. This duration may be  extended once for an additional period of six months.  5. Order to Vacate  A. An order to vacate may be given in the following cases, and the occupant must vacate within one month of the date of the order.  - Being no longer eligible for occupancy due to a change in academic status (e.g., end of  contracted period for researchers).  - Transferring housing rights to another person.  - Being behind in payment of housing fees by three or more consecutive payments.  - Not moving into one’s residence within the deadline or not providing proof for a change of residence within a period of one month.  - Being on a leave of absence for more than two semesters. (An exception may be made for a leave of absence to start a business approved by the Institute).  - Going on a long-term school-related trip for a year or longer.  - Failing a review for housing assignment.  - Not living together with one’s spouse and family for three or more months without  approval from the dean of Student Affairs and Admissions.  - Being considered a bad resident for other reasons.  - Not completely vacating one’s previous residence within the Institute before moving into the new apartment.  - Non-compliance or interfering with the appropriate precautions and preventive measures of the Institute in the case of natural disaster, epidemic outbreak, or other emergency.  B. Occupants of temporarily available housing units may be ordered to vacate three  months in advance when the housing availability is expected to reach capacity.  C. Occupants must immediately vacate in the following circumstances.  - When ordered to vacate due to receiving a disciplinary action such as suspension.  - When ordered by the dean of Student Affairs and Admissions to totally or partially  vacate as an appropriate response to a natural disaster, epidemic outbreak, or other emergency.  6. Housing Unit Entry Deposit  A. An entry deposit shall be collected from new occupants for the preservation and maintenance of the housing environment.  B. The president shall make decisions on matters regarding the entry deposit.  C. If a person ordered to vacate does not vacate within the deadline, his/her entry deposit will not be refunded and becomes a part of the maintenance fund.  7. Restrictions on the Application for Occupancy  A. Persons meeting the following conditions are not eligible for occupancy.  - Persons on a leave of absence (except for a leave of absence to start a business approved  by the Institute).  - Patients and carriers of infectious diseases.  - Persons not meeting the requirements for occupancy.  - Persons unable to begin occupancy within two months of the assigned date.  - The president or the Married Student Apartment Committee may deny occupancy for the following reasons. (Separate periods for application restriction may be set).  o A person who has a record of three or more consecutive unpaid housing payments.  o A person who has a record of transferring housing rights without approval from the office in charge of the dormitory.  o A person who has a record of not completing the vacancy procedure.  8. Vacating a Housing Unit  A. Occupants must notify the apartment management at least five days prior to the scheduled date of vacancy and must settle all housing and utility fees before vacating.  B. An inspection by the management will be conducted before vacating to determine  necessary repair costs of wallpapers, flooring, and other items.  C. The apartment management may put a halt on the vacating process and impose  restrictions on vacating if there are unsettled issues (i.e., unpaid housing fees).  9. Obligations of the Occupants  A. Occupants shall faithfully follow the operational guidelines of the apartment building.  B. Occupants shall protect and maintain the condition of the apartment building and its  facilities and not waste cooling and heating resources and energy.  C. Occupants shall not engage in activities that disrupt order within the apartment  building.  D. Occupants shall compensate for intentional damages or negligent use of the housing  unit and its associated facilities.  E. Occupants shall follow the appropriate orders made upon review by the apartment  management and its operational guidelines.  F. Occupants shall begin occupancy in the assigned housing unit. A transfer to a different housing unit (for unavoidable reasons) may be allowed with the approval from the manager of the office in charge. (Revised May 13, 2019.)  G. Occupants shall report to the apartment management any change in the number of  residents in their housing unit.  H. Occupants shall actively make an attempt to be aware of the content of announcements and notices containing information regarding efficient management of the apartment building.  I. Occupants shall actively cooperate with the measures taken for efficient management  of the apartment building.  10. Prohibited Activities  A. Transferring housing rights subleasing (and similar actions).  B. Making structural alterations to the housing unit.  C. Keeping or using dangerous items within the building or causing harm to another  occupant.  D. Engaging in commercial activities within the apartment building.  E. Living with someone who is not a direct member of one’s family.  F. Causing damage to the elevator, boarding the elevator beyond its capacity, or smoking in the elevator.  G. Dropping trash, wastes, or empty bottles to the ground from above.  H. Removing fire detectors.  I. Pressing the fire alarm button when not an actual case of fire.  J. Washing a car near water embankments or underground water.  K. Scribbling on common-use property.  L. Keeping or cleaning heavy or dirty items on the housing unit veranda for a long period of time.  M. Transporting flammable materials via the elevator.  N. Neglecting the obligations of an occupant.  11. Apartment Fees  A. The vice president of Academic Affairs determines the apartment fees after reviewing suggestions from the Housing Committee or Married Student Apartment Committee. | |