

Dormitory Guide 2023



ICLC OKINAWA JAPANESE LANGUAGE SCHOOL

国際言語文化センター附属日本語学校

Please read through this guide thoroughly when applying to enter in an ICLC dormitory.
We would greatly appreciate it when you apply for the dormitories in accordance with the precautions and rules.

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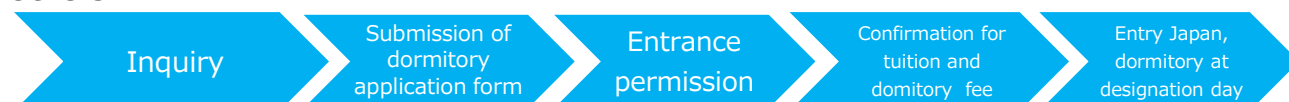
■ Process of Entering the Dormitory

If you wish to enter the school dormitory, please read this admission guide and the ICLC Dormitory Rules thoroughly before submitting the Dormitory Application Form. Please note that reservation is temporary until payment is confirmed. We may cancel temporary reservation if payment is not confirmed until the due date. ※In case you possess a visa other than a student visa, please submit the dormitory application form before issuance of school entrance permission. Please refer to the following.

Student Visa



Others



■ List of Dormitory Fee

Student Visa	Others	Name	Capacity/ Type of Room	Entrance Fee	Cleaning Fee	Monthly Fee (utility bills inclusive*)
●	●	①Coop Takara III	1 person	¥ 30,000	¥ 30,000	¥ 78,000
●	●	②Casa Vinosa	2 persons Private	¥ 30,000	¥ 30,000	¥60,000
●	●	③Legend Hisami	3 persons Private	¥ 30,000	¥ 30,000	Ⓐ¥56,000
●	●					Ⓑ¥53,000
●	●	④Coop Taikei	2 persons Private	¥30,000	¥30,000	Ⓐ¥53,000
●	●					Ⓑ¥50,000
●	●	⑤Oroku Haitsu	3 persons Private	¥30,000	¥30,000	Ⓐ¥53,000
●	●					Ⓑ¥50,000
●	●	⑥Casa Oliva	4 persons Private	¥30,000	¥30,000	Ⓐ¥45,000
●	●					Ⓑ¥40,000
●	×	⑦Casa Oliva	5~6 persons	¥30,000	¥30,000	Ⓒ¥28,000
●	×					Ⓓ¥25,000
●	×	⑧Kōyō-sō	4 persons	¥ 30,000	¥ 30,000	¥ 21,000

* Utility bills included in the monthly dorm fee have a limit. Please refer to the dormitory regulations.

■ Payment Methods

Convenience Store: ICLC will issue a "Payment Slip"

Credit Card: Access <https://www.flywire.com/pay/iclc>

Bank Transfer: You may make a remittance to the following account

銀行名 Name of Bank	琉球銀行金城支店 Bank of the Ryukyus, Kanagusuku Branch
口座番号 Account Number	普通 36542 Ordinary account / No. 338-36542
名義人 Account Name	(株) 国際言語文化センター Kokusai Gengo Bunka Senta
銀行住所 Bank Address	沖縄県那覇市金城 5-4-11 5-4-11 Kanagusuku, Naha-shi, Okinawa 901-0155 Japan
SWIFT CODE	RYUBJPJZ

■ Precautions for Payment of Dormitory Fee

- Please pay the initial dormitory fees at the same time with the tuition fees on or before the due date.
- If you want to extend your stay at the dormitory, you must pay in advance. The 3-month worth of dormitory fee must be paid by the 20th of the month before the next academic term. Failure of payment will result in expulsion from the dormitory.
- In principle, monthly payment of dormitory fee is not permitted, but in case of unavoidable circumstances, monthly payment is permitted by paying 10% of the monthly dormitory fee as an installment fee in addition to the monthly dormitory fee.
- Monthly dormitory fees include water, electricity, gas and internet bills. If bills exceed limit, ICLC may charge you the excess. *Please refer to the dormitory regulations.

■ Contract Period

- Students are allowed to live in the dormitory only while enrolled at ICLC, or during the period when ICLC supports Specified Skilled workers.
- The contract period is renewed every 3 months. We don't refund if you leave the dormitory with an existing contract.
- Students with student visa must stay in the dormitory for more than 3 months.
- For student visa students and Specified Skilled workers, contracts are automatically renewed for 3 months if there are no moving out notifications.
- Students who stay with the other visa status cannot renew their contracts automatically. If they would like to extend to study at ICLC as well as staying at the dormitory, please request to ICLC in advance.

Please understand that you may not be able to extend your stay due to pre-booking of other students.

■ Moving out of dormitory

- If you wish to leave the dormitory, you must submit a notice of withdrawal to the school at least one month prior to the month in which your contract expires.
 - ※If you fails to do so, you must pay 1 month dorm fee as penalty.
 - ※ There are cases when students who have poor attendance rate or academic records are not allowed to move out of the dormitory.
- Please be careful not to cause big damage to furniture, electrical appliances, wall and floor. Otherwise, ICLC may charge you the full repair fee.
- Please clean out the room before moving out. ICLC may charge you cleaning/disposal fee when the cleaning is not enough or private property is remained in the room.
- Please let us know the date of moving out a week in advance because ICLC school staff need to witness when students leave the dormitory.

■ Cost Allocation of Repair

- Please let ICLC know as soon as possible when there is something wrong with water and sewage, electric and gas. We may charge you the damage cost if you let us know with delay, and we consider the damage due to gross negligence of the student.
- Students must pay the full amount of repair fee for furniture, electric appliances, wall, and floor and others if ICLC considers the damage causes due to gross negligence of students.

■ Other Information

- Students may not be able to stay at the room they request, due to the availability of dormitories.
- If students would like to change the room for their own reasons, we charge 3,000 yen. Please move your belongings yourself. We cannot arrange the transportation.
- We may ask students to change the room due to capacity of dormitories. In this case, students have to follow our request (we don't charge).
- Students from different countries would share the same room.
- Males are not allowed to enter females' room (Females are not allowed to enter males' room). If ICLC finds it, student must move out of the dormitory.
- ICLC strictly prohibit outsiders including family members from entering the dormitory for security management. We appreciate students' understanding.
- Equipment differs depending on the types of the rooms.
- Equipment is secondhand or leftover. Please buy the new one if you would like.
- ICLC do the house cleaning of each room once a year. ICLC staff will inform students of the date every time.
- To ensure the proper maintenance of facilities, ICLC staff will enter each room to conduct checkups. We

sometimes conduct checkups without notice, so please always try to keep the room clean.

- Students are responsible for restoring the room to its original condition when leaving. If facilities or equipment are damaged or stained, students are responsible for compensation of the damages.
- We don't have janitors at the dormitory. The cleaning fee contained the initial cost is used for cleaning after students move out of the dormitory. Please clean the room in accordance with regular cleaning roster.
- The furnished Wi-Fi is unable to be upgraded.

■ Prohibited matter

The following actions are strictly prohibited at the dormitories. If a student is found to conduct any of the following violations, students must pay a penalty and move out of the dormitories within a given time frame.

- Allowing outsiders including family members and friends to enter the room.
- Allowing the opposite gender to enter the room. (If ICLC staff finds it, student must move out of the dormitory immediately.)
- Illegal use of air conditioner (coin timer)
- Political and religious activities, other activities that trouble others
- Disturbing others with loud noise or irrelevant separation of the trash (garbage)
- Chatting aloud outside such as stairs and corridors.
- Any actions or trouble among students disturbing to others
- Entering the dormitory without taking off one's shoes.
- Smoking in one's room. (Ex: Leaving an ashtray inside the room, smells of cigarette... All of suspicious behavior of smoking in the room.)
- Having a pet.
- Having an event like a party.
- Bringing electric heater, oil stove and gas cooktops.
- Parking one's motorcycle or car on dormitory property without permission from ICLC (there is no parking space for cars on dormitory property).

①Coop Takara III (Single)

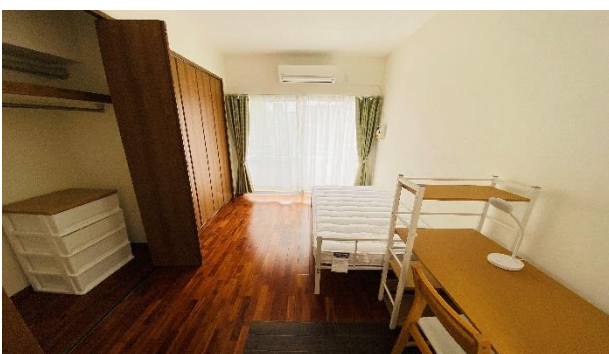
Location	5-6-6 Kanagusuku, Naha
Transportation/Access	5 minute walk from ICLC
Length of Stay	From 3 months
Capacity(Room type)	1 person (1R)
Size	Approximately 23.00 m ²
Equipment	Kitchen, Bathroom, Toilet, Refrigerator, Washing machine, Air conditioning, Study desk, Chair, Desk light, Bed, Storage box Stove top, Microwave, Rice cooker, Trash bin, Curtains
Internet	Free Wi-Fi
Air Conditioner	Rent covers up to ¥5,000 of usage. Student will be charged for excessive usage fees.
Others	Rooms use door code to open.



※The photos are sample images. There may be cases where that differs from the actual state.

②Casa Vinosa (Shared House with Private Room Type)

Location	5-15-8 Oroku, Naha
Transportation/Access	16 minute walk from ICLC
Length of Stay	From 3 months
Capacity(Room type)	2 persons (2LDK, 1 persons/private room) Lockable
Size	約 58.94 ㎡
Equipment	Refrigerator, Washing Machine, Drying machine,Air Conditioner, IH cooktops, Microwave, Rice cooker, Garbage Bin, Curtain, Desk, Desk light, Chair, Clothes Chest, Bed, Curtain
Internet	Free Wi-F
Air Conditioner	Coin Timer(¥100/3H)
Others	The private room is available to rock the door. Kitchen, Bathroom, and toilet are shared parts.



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③ Legend Hisami (Shared House with Private Room Type)

Location	2-7-10 Kanagusuku, Naha
Transportation/Access	8 minute walk from ICLC
Length of Stay	From 3 months
Capacity(Room type)	3 persons (3LDK, 1 person/private room) Lockable
Size	Approximately 50.00 m ²
Equipment	Kitchen, Bathroom, Toilet, Refrigerator, Washing Machine, Air Conditioner, Gas Cooktops, Microwave, Rice cooker, Garbage Bin, Curtain, Desk, Desk light, Chair, Clothes Chest, Bed, Curtain
Internet	Free Wi-Fi
Air Conditioner	Coin Timer(¥100/3H)
Others	The private room is available to rock the door. Kitchen, Bathroom, and toilet are shared parts.



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④Coop Taikei (Shared House with Private Room Type)

Location	4-1-6 Kanagusuku, Naha, Okinawa
Transportation/Access	10 minutes' walk from ICLC
Length of Stay	From 3 months
Capacity(Room Type)	2 persons (2DK, 1 persons/private room) Lockable
Size	Approx.48.00 m ²
Equipment	Kitchen, Bathroom, Toilet, Refrigerator, Washing Machine, Air Conditioner, Gas Cooktops, Microwave, Rice cooker, Garbage Bin, Curtain, Desk, Desk light, Chair, Clothes Chest, Bed, Curtain
Internet	Free Wi-Fi
Air Conditioner	Coin Timer(¥100/3H)
Others	The private room is available to rock the door. Kitchen, Bathroom, and toilet are shared parts.



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⑤Oroku Haitsu (Shared House Type)

Location	4-20-15 Oroku, Naha, Okinawa	
Transportation/Access	15 minutes' walk from ICLC	
Length of Stay	From 3 months	
Capacity(Room Type)	3 persons (3LDK, 1 person/private room) Lockable	
Size	Approx.49.60 m ²	Ⓐ : Approx. 14 m ² /private room
		Ⓑ : Approx. 11 m ² /private room
Equipment	Kitchen, Bathroom, Toilet, Refrigerator, Washing Machine, Air Conditioner, Sofa, Table, Cleaner, Gas Cooktops, Microwaves, Rice cooker, Garbage Bin, Curtain, Desk, Desk light, Chair, Bed, Clothes Chest, Fan	
Internet	Free Wi-Fi	
Air conditioner	Coin Timer(¥100/3H)	
Others	The private room is available to rock the door. Kitchen, Bathroom, and toilet are shared parts.	



※The photos are sample images. There may be cases where it differs from the actual state.

⑥ Casa Oliva (Shared House with Private Room Type)

Location	1456 Oroku, Naha, Okinawa	
Transportation/Access	25 minutes' walk from ICLC	
Capacity(Room type)	Ⓐ : 4~5 persons (4~5DK, 1 person/private room) Lockable, Veranda	
	Ⓑ : 4~5 persons (4~5DK, 1名/private room) Lockable, Non-Veranda	
Size	Ⓐ・Ⓑ : Approx.55㎡	Ⓐ : Approx.9㎡ /private room
		Ⓑ : Approx.9㎡ /private room
Equipment	Kitchen, Bathroom, Toilet, Balcony, Refrigerator, Washing Machine, Table, Cleaner, IH cooktops, Microwaves, Rice cooker, Garbage Bin, Curtain, Air Conditioner, Desk, Desk light, Chair, Bed (without mattress), Clothes Chest	
Internet	Free Wi-Fi	
Air Conditioner	Coin Timer(¥100/3H)	
Others	The private room is lockable. Kitchen, Bathroom, and toilet are shared spaces.	



The photos are sample images. There may be cases where that differs from the actual state

⑦ Casa Oliva (Shared House with 5-6 Students)

Location	1456 Oroku, Naha, Okinawa	
Transportation/Access	25 minutes' walk from ICLC	
Capacity(Room type)	© : 5~6 persons (3DK, 2 person/private room) Unlockable	
	④ : 5~6 persons (3DK, 2 person/private room) Unlockable, Double-decker bed	
Size	©・④ : Approx.53 m ²	© : Approx. 18 m ² /private room
		④ : Approx. 11 m ² /private room
Shared spaces	Kitchen, Bathroom, Toilet, Balcony, Refrigerator, Washing Machine, Table, Cleaner, IH cooktops, Microwaves, Rice cooker, Garbage Bin, Curtain, Air Conditioner, Desk, Desk light, Chair, Bed (without mattress), Clothes Chest	
Internet	Free Wi-Fi	
Air Conditioner	Coin Timer(¥100/3H) ※An air conditioner must be shared with 2 students.	
Others	Surroundings of bed can be separated with a curtain, students have sort of private spaces.	



※The photos are sample images. There may be cases where that differs from the actual state.

⑧ Kōyō-sō

Location	931 Uebaru, Naha
Transportation/Access	25 minute walk from ICLC
Length of Stay	From 3 months
Capacity(Room type)	4 person
Size	Approximately 34.02 m ²
Equipment	Kitchen, Bathroom, Toilet, Refrigerator, Washing machine, Air conditioning, Study desk, Chair, Desk light, Bed, Storage box Stove top, Microwave, Rice cooker, Trash bin, Curtains
Internet	Free Wi-Fi
Air Conditioner	Coin Timer(¥100/3H)



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ICLC Dormitory Rules

(As of October, 2022)

As the ICLC Dormitories host students with different cultural and habitual backgrounds, it is required that you be mindful of your actions so that all students can live comfortably here at our dormitory.

【Qualifications for Entering Dormitory】

- Only during being the ICLC register (students or specified skilled workers supported by ICLC)
- Students must submit the ICLC School Dormitory Application and receive approval for entry to the dormitories.
- Students must pay dormitory fees by the specified payment date. Otherwise, approval will be cancelled.
- Students are required to enter only on the specified date.
- Students must change the rooms if ICLC asks to do so.

【Contract Period and Period of Use】

- The contract term is every three months.
- The 3 months contract period includes duration for preparation and repairs of the rooms after and before entry of students. In some cases, your stay in the dorms can be less than exactly 3 months. * The dormitory fee will not be refunded by a daily rate even in that case.
- Students can enter the dormitory from 9:00 am to 4:00 pm on the specified date.
- School staff must be present upon first entry to the dormitory. We do not simply give you the key to the room.
- Students must arrange accommodations if planning to enter Japan before the dormitory entry dates or cannot make the specified time for entry to the dormitory. ※ICLC will not assist student with the said accommodations.

【Extending the Contract and Changing the Dormitory Room】

- The contract term is automatically renewed every three months unless the student requests to leave the dormitory.
- Students can change the dormitory room if there are availabilities. However, a processing fee of ¥3,000 is required.

※Upon our instructions, students would be required to change rooms without processing fee of ¥3,000. If students cannot accept the instructions, they need to move out of ICLC dormitory.

- All of the students who changed rooms or moved out of ICLC dormitory are required to change their registered address on their own at the Naha City Hall within 2 weeks. Then, students have to report the new address to school. If students do not change their address or do not report the new address to school, they might leave school in accordance with our school regulations and the immigration laws.

【Dormitory Fee】

- Those who enter the Dormitory have to pay for the dormitory fees including ¥30,000 entry processing fee in a lump sum.
- Monthly dormitory fee includes water and sewage, electricity, gas, and internet. However, if each bill exceeds prescribed amount, students must shoulder the excess.
- Corp Takara III: 13,000 yen/person (electricity: 5,000 yen, water: 3,000 yen, gas: 5,000 yen)
Casa Vinosa: 12,000 yen/person (electricity: 4,000 yen, water: 3,000 yen, gas: 5,000 yen)
Corp Taikei, Oroku Heights, Legend Hisami: 10,000 yen/person (electricity: 4,000 yen, water: 3,000 yen, gas: 3,000 yen)
Casa Oliva/Izumihara Heights/ Heights Taira/ Kōyō-sō : 6,000 yen/person (electricity: 3,000/person, water: 1,000 yen/person, gas: 2,000 yen/person)
- The 3-month worth of dormitory fee must be paid in advance by the 20th of the previous month before the next academic period starts. Failure of payment will result in expulsion from the dormitory.
- In principle, monthly payment of dormitory fee is not permitted, but in case of unavoidable circumstances, monthly payment is permitted by paying 10% of the monthly dormitory fee as an installment fee in addition to the monthly dormitory fee.
- The dormitory fee can only be paid by bank transfer, credit card (flywire), or a convenience store payment.

【Daily Rate for Dormitory】

- In general, the dormitory fee will not be calculated by a daily rate. However, the rent for your 1st month after entry will be calculated by a daily rate. The initial date for calculation is the date of students' entrance ceremony. Even if students enter the dormitory later than the initial date, the calculation will be based on the entrance ceremony date. (1 month = 30 days)

【Obligation of Management】

- All students living in ICLC dormitory are always bound to keep the dormitory clean and tidy up.
- A regular cleaning duty is set by school. Student must clean up the room according to the duty.
- Students must send photos of cleaned dormitory to school.
- When the room is too dirty to clean up by students, school arranges for house cleaning and the students must pay for the cleaning fee.
- In the event of water damage or stains to the floor below, etc. due to the negligence of the resident, all residents of the room concerned must bear the cost of restoring the room to its original condition.

【Moving Out of ICLC Dormitory】

- If you wish to leave the dormitory, you must submit a notice of withdrawal to the school at least one month prior to the month in which your contract expires.
※If you fail to do so, you must pay 1 month dorm fee as penalty.
- Please clean the room before moving out. If failing to clean the room or leave personal belongings when leaving the dormitory, you will be charged a cleaning/disposal fee.
- Please be careful not to cause big damage to furniture, electrical appliances, wall and floor. Otherwise, ICLC may charge you the full repair fee.
- ICLC staff must be present when students leave the dormitory. Please let us know the date of moving out a week before. Reservations are available on school's business days between 9:00 and 16:00. (※Refer to the school calendar for holidays.)
- After the final checking, please return the key to the staff and leave the dormitory without delay.
- The key must be returned at the time of moving out. In case of failing to return it or lose it, we will charge you ¥3,000 for a new key.

【Refund Policy】

- Students must live in the dormitory for at least three months after entering the dormitory, and if they leave within three months, the three-month dormitory fee that they have paid will not be refunded.
 - The contract period is renewed every 3 months. We don't refund if you move out of the dormitory during an existing contract.
 - The refund policy of cancellation before entering Japan is as follows:
 - Entry Visa Rejection by Japan Embassy : Refund full amount
 - Cancellation for personal reasons : Refund except for entrance fee
- *Receiver must shoulder remittance fee.

【Returning to Dormitory】

Students who have left the dormitory once and wish to re-enter the dormitory must pay the same entrance and cleaning fees as when they first enter the dormitory.

【Prohibited matters】

The following actions are strictly prohibited at the dormitories. If a student is found to conduct any of the following violations, students must pay a penalty and move out of the dormitories within a given time frame.

- Allowing outsiders including family members and friends to enter the room.
- Allowing the opposite gender to enter the room.
- Illegal use of air conditioner (coin timer)
- Political and religious activities, and activities that trouble others
- Disturbing others with loud noise or irrelevant separation of the trash (garbage)

- Chatting aloud inside and outside of the room (stairs, balcony, corridors, etc.).
- Any actions or trouble among students which is disturbing others
- Entering the dormitory without taking off one's shoes.
- Smoking inside the room. (Ex: Leaving an ashtray inside the room, smells of cigarette... All of suspicious behavior of smoking in the room.)
- Having a pet
- Having an event like a party.
- Bringing electric heater, oil stove and gas cooktops.
- Parking one's motorcycle or car on dormitory property without permission from ICLC (there is no parking space for cars on dormitory property).

【Penalties for prohibited matters】

- Students must pay a fine of 25,000 yen for prohibited matters
- If the prohibited matters inflict damage to ICLC, ICLC can request the student for its compensation additionally.
- Ex.: Smoking in the room (fine of 25,000 yen + deodorant treatment fee of 20,000 yen)

【Eviction Notice and Other Troubles】

When prohibited activity and violation of contract are found by ICLC, you must leave the dormitory by designated day. If you continue to live even after the designated day, we report to the police as an intruder.

In addition, you will be immediate evicted from the dormitories if you:

- In case student who fails to clean and dispose of trash in his/her room on a daily basis and fails to keep the room clean and tidy, and for whom no improvement has been made after the school has given guidance.
- Lose enrollment status from ICLC.
- Lose your residency status (visa expiration).
- Get arrested

【Dormitory Check】

In order to properly manage and maintain the dormitory, the school will check the dormitory (enter private rooms) on a set day each month after notifying the residents. However, if necessary, the school may enter the common areas without notifying the residents. Entry to the dormitory may also be made in the following cases.

- Legal inspections of firefighting equipment, incidents, accidents, and other emergencies
- When inspection and repair is required for water leakage or unusual odor in the room facilities.
- When it is necessary to confirm the whereabouts of the student due to an unexcused absence, etc.
- If ICLC determines that there is a problem with the way the student is using the dormitory and needs to check the current status of the dormitory
- ICLC staff occasionally conduct unannounced dormitory checkup to understand the daily cleaning conditions of the rooms.

【Trouble】

ICLC will not be responsible for any problems (noise, theft, fights, etc.) that may occur in the dormitory. Students are responsible for their own cash, valuables, and keys to their rooms. If a student causes trouble in the dormitory and causes inconvenience to other residents, he/she may be expelled from the dormitory.

【Cost Allocation of Repair】

- If there are any problems with water, electricity, or gas, notify the school as soon as possible. In the event of a delay in notification, or in the event of gross negligence, the student may be charged for the cost of damages.
- In the event that repairs to furniture, appliances, floors, or other parts of the dormitory are necessary due to the student's negligence, the student must pay the full amount of the repairs or repairs.

【Restoration and Compensation for Damage】

- In the event that they damage or deface the room or its fixtures, etc., or cause any damage to the neighboring rooms, including other upper and lower floors, students must assume compensation for the damage as part of their obligation to restore the room to its original condition.
- In the unlikely event that students cause damage to other residents, they must be held liable for compensation.

【Personal Information】

ICLC will properly manage the personal information of residents and will not provide it to third parties without prior consent from the residents. However, when a part of the work is outsourced to a subcontractor, a part of the personal information necessary for the subcontractor to carry out the outsourced work may be provided to the subcontractor.

【Changes or Revisions to these Terms and Conditions】

These Terms and Conditions are subject to change or revision without prior notice.