

Important Notes (Please make sure to read before applying for dormitory admission)

【Regarding Payment】

- Your reservation will not be completed until the arrangement fee has been confirmed as paid.
- Other initial costs, excluding the arrangement fee, must be paid in full together with the tuition fee by the specified deadline.

【About Dormitory Equipment】

- Items not listed under the official facilities are belongings left by previous residents. The school is not responsible for repairing or replacing these items in case of malfunction. Please repair or replace them at your own expense if necessary.
- The school's office hours are from 8:00 AM to 5:00 PM on weekdays. We are unable to provide support on weekends, national holidays, or outside office hours. If any issues occur outside these times (e.g., Wi-Fi problems or equipment malfunctions), please handle them on your own.
- If you damage or soil the room or any of its equipment, you will be required to cover the cost of restoration.

【Cleaning Responsibilities】

- There is no cleaning staff assigned to the dormitory. Daily cleaning is the responsibility of the residents. Please follow the regular cleaning duty schedule and keep both your room and common areas clean.
- Cleaning of shared spaces in the share house (such as the kitchen, toilets, washbasins, hallways, etc.) must generally be carried out by the residents themselves. The school will only provide a scheduled cleaning once a year.
- Please note that there may be some dirt or stains in the shared areas at the time of move-in. However, this does not qualify for any reduction or refund of the dormitory fee.
- The mattresses provided in the student dormitory may show some signs of dirt. Typically, a new bedding set is placed on top, so the mattress is rarely in direct contact with users. However, if you are concerned about hygiene, a new mattress can be provided for an additional fee of 15,000 yen. If you would like to request this, please apply before moving in.

【Regarding the Move-Out Date】

- The move-out date must be within the hours of 9:00 AM to 4:00 PM, excluding school holidays and weekends (national holidays).

(*School holidays are based on the school calendar.)

Please note that every year, in March and December, you must move out by the designated "final move-out date" set by the school. The final move-out dates for March and December of 2026 and 2027 are as follows:

March 27, 2026 (Friday) / December 25, 2026 (Friday)

March 26, 2027 (Friday) / December 27, 2027 (Monday)

March 2, 2028 (Monday) / December 27, 2028 (Wednesday)

After these dates, extensions for stay are not possible.

Additionally, if you move out before the end of the contract period, there will be no refund of the dormitory fee (even on a pro-rata basis).

【For Those Who Wish to Live in a Share House】

- A share house is a place for communal living.
- Since people with different lifestyles, habits, and values live together, it is important to be considerate of one another.
- If you wish to avoid potential conflicts with other residents, we strongly recommend choosing a private room.
- The school assumes no responsibility for daily-life issues such as noise, cleaning, or the use of shared spaces.
- If any problems arise, residents are expected to discuss and resolve them among themselves.
- If the situation does not improve and mutual agreement cannot be reached, you may be required to move out of the dormitory.
- While the school will provide support to help ensure a safe and comfortable living environment, we may not be able to accommodate personal preferences or excessive requests.
- In addition, if there are an excessive number of requests or complaints, the school may decline to renew the contract.

【No Smoking Policy】

- Smoking is strictly prohibited inside the dormitory building and anywhere on the dormitory premises.
- Smoking is not allowed in any areas, including private rooms, balconies, shared spaces (hallways, staircases, toilets, kitchens, etc.), around the building, and parking areas.
- Electronic cigarettes, heated tobacco products, and water pipes (hookahs) are also considered smoking and are prohibited.

ICLC Dormitory Rules

(As of April, 2026)

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】

- Students are allowed to live in the dormitory only while enrolled at ICLC, or during the period when ICLC supports Specified Skilled workers.
- Students must submit the ICLC School Dormitory Application and receive approval for entry to the dormitories.
- If the necessary fees for entering the dormitory are not paid by the designated date, the reservation for entering the dormitory will be cancelled.

- Those who are permitted to live in the dormitories must enter their assigned rooms.
- If the school request a change of room after entering the dormitory, the student must follow the instructions.

【Contract Period and Period of Use】

- The move-in start month shall, in principle, be April, July, October, or January.
- The contract term is every three months.
- However, the dormitory fee is based on an annual contract and must be paid in full in advance for the designated period.
- The three-month contract period shall include the period of preparation before entering the dormitory and the period of repair after leaving the dormitory, and does not mean that the dormitory can be used for the full three months. (No pro-rated refunds will be made.)
- Students may enter the dormitory after the start date designated by the school, and may enter from 9:00 to 16:00 excluding school holidays, weekends, and national holidays. (*School holidays are in accordance with the school calendar.). Students may enter the dormitory only in the presence of a school official, and no other arrangements such as handing over only the key will be made.
- If you arrive in Japan before the start date of dormitory entry, or if you are not able to enter the dormitory in time, you must make your own hotel arrangements. The school will not introduce hotels, etc.

【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.
- However, the school may decide not to renew the contract at its discretion. Please note that not renewing the contract does not necessarily constitute disciplinary action or forced removal from the dormitory.
- If the contract is not renewed, the school will notify the student in advance, and the student must vacate the dormitory by the specified date.
- Students can change the dormitory room if there are availabilities. However, a processing fee of ¥8,000 is required.
 ※Upon our instructions, students would be required to change rooms without processing fee of ¥8,000. If students cannot accept the instructions, they need to move out of ICLC dormitory.
- If the room is dirty before moving, the actual cost of house cleaning fee will be charged.
- 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 ¥50,000 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, Casa Colina (1R): 11,000 yen/person (electricity: 4,000 yen, water: 2,000 yen, gas: 5,000 yen)
Casa Vinosa, Casa Colina (Share): 9,000 yen/person (electricity: 3,000 yen, water: 2,000 yen, gas: 4,000 yen)
Oroku Heights, Legend Hisami: 6,000 yen/person (electricity: 2,000 yen, water: 1,000 yen, gas: 3,000 yen)
Casa Oliva/ Kōyō-sō : 5,000 yen/person (electricity: 2,000/person, water: 1,000 yen/person, gas: 2,000 yen/person)
- Dormitory fees must be paid in advance (by the 20th of the month preceding the start of the next term). The full amount for the contract period must be paid. Failure to make payment may result in eviction 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 on a daily basis. However, for new students, only for the month of move-in, the fee will be calculated on a pro-rata basis starting from the date of the entrance ceremony. Even if the student moves in after the entrance ceremony, the starting date for calculation will still be the date of the entrance ceremony (calculated based on a 30-day month).
- For current students who move into the dormitory during their enrollment, the pro-rata calculation will be based on the actual move-in date, not the date of the entrance ceremony.

【Obligation of Management】

- Students are responsible for keeping the dormitory clean and tidy.
- The school will prepare a cleaning duty schedule, and students are responsible for cleaning their rooms according to the schedule.
- Students must send photos of cleaned dormitory to school.
- If the room is badly soiled, a housecleaning service will be provided by a cleaning company. The actual cost of the house cleaning shall be paid by all residents.
- 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.
- If you lose your keys, we will charge you 5,000 yen per key as a key making fee.

【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.)
- The date of leaving the dormitory and the date of witnessing the leaving must be on the same day.
*For Example: leaving on 3/28 (Sun.) Date of witnessing: 3/26 (Fri.)
*It is not possible to witness the leaving of the dormitory in advance.
- 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 ¥10,000.

【Refund Policy】

- Please see refund policy on page 2 of this dorm application guide.

【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 or enter the room of the opposite gender (Upon discovery, the student will be immediately expelled from the dormitory. Even if he or she is ICLC's student, it is not allowed.)
*If we discover it, you 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 through noise, improper trash separation, etc.
- Chatting aloud outside such as stairs and corridors
- Disruptive behavior due to problems between students in the dormitory
- Entering the dormitory with shoes on
- Smoking activities (including any confirmed act of smoking, as well as any behavior suspected of smoking based on evidence such as the smell of tobacco, cigarette butts, ashes, or similar indications)
- Having a pet
- Organizing / participating in parties and other group events at the dormitory
- Bringing electric heating appliances, oil stoves, and gas stoves into the room

- Parking motorcycles or cars on the dormitory grounds or at the school without permission (there is no parking space for cars in the dormitory).
- Any other behavior that significantly disturbs other residents or roommates.

【Infectious Diseases】

- you are infected with influenza virus, coronavirus, etc., be sure to wear a mask.
- Notify your roommates that you have contracted the virus and isolate yourself in your room.
- Avoid contact with people for at least 5 days after infection.

【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 immediately 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.

In the event of any discrepancies between the Japanese terms and the English translation, the Japanese terms shall take precedence.

Signature

Date