

# Dormitory Guide 2024



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	¥50,000	¥50,000	¥80,000
●	●	②Casa Vinosa	2 persons Private	¥50,000	¥50,000	¥73,000
●	●	③Coop Taikei	2 persons Private	¥50,000	¥50,000	Ⓐ¥63,000
●	●					Ⓑ¥60,000
●	●	④Legend Hisami	3 persons Private	¥50,000	¥50,000	Ⓐ¥58,000
●	●					Ⓑ¥55,000
●	●	⑤Oroku Haitsu	3 persons Private	¥50,000	¥50,000	Ⓐ¥55,000
●	●					Ⓑ¥52,000
●	●	⑥Casa Oliva	4 persons Private	¥50,000	¥50,000	Ⓐ¥47,000
●	●					Ⓑ¥42,000
●	×	⑦Casa Oliva	5~6 persons	¥50,000	¥50,000	Ⓒ¥32,000
●	×					Ⓓ¥30,000
●	×	⑧Kōyō-sō	4 persons	¥50,000	¥50,000	¥26,000

\* 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 by the due date.
- For students with student visa and Specified Skilled workers, contracts are automatically renewed every month if there is no notice of leaving the dormitory.
- Students who stay with the other visa status cannot renew the contracts automatically. If you would like to extend to study at ICLC as well as staying at the dormitory, please contact us in advance. Please understand that you may not be able to extend your stay due to pre-booking of other students.
- We will accept your request for room type, but we may not be able to provide you with the room of your choice. Please note that we cannot accept personal requests such as sharing a room with a friend.
- You may share a room with students from other countries.
- Equipment differs depending on the types of the rooms.
- The items provided will be reused or leftover items. If you are concerned about their use, please purchase them privately.
- Our dormitories will be cleaned by a contractor on a regular basis. You will be notified of the schedule on a case-by-case basis.
- In the event of damage or defacement of the room or fixtures, you are obligated to restore the room to its original condition and pay compensation for damages.
- There is no cleaning staff in the dormitory. The cleaning fee included in the initial fee is for restoring the room to its original condition after moving out, and daily cleaning is the responsibility of the residents. Please clean the rooms according to the regular cleaning duty schedule.
- The furnished Wi-Fi is unable to be upgraded.

## ① Coop Takara III (Single Room)

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 <sup>2</sup>
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 ¥4,000 of usage. Student will be charged for excessive usage fees.
Others	Rooms use door code to open.



※The photos are sample images. They may differ from actual one.

## 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	Kitchen, Bathroom, Toilet, Refrigerator, Washing Machine, Drying machine, Vacuum cleaner, Air Conditioner, Desk, Chair, Desk light, Clothes Chest, IH cooktops, Bed, Microwave, Rice cooker, Garbage Bin, 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.



※The photos are sample images. They may differ from actual one.



### ③Coop 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 <sup>2</sup> (A): 12 m <sup>2</sup> / private room with closet (B): 12 m <sup>2</sup> / private room with hanger rack
Equipment	Kitchen, Bathroom, Toilet, Refrigerator, Washing Machine, Air Conditioner, Vacuum cleaner, Bed, Desk, Chair, Desk light, Clothes Chest, Gas Cooktops, Microwave, Rice cooker, Garbage Bin, Curtain
Internet	Free Wi-Fi
Air Conditioner	Coin Timer(¥100/3H)
Others	Private rooms are lockable. Kitchen, toilet, bath and living room are for shared use



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#### ④Legend 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 <sup>2</sup>
Equipment	Kitchen, Bathroom, Toilet, Refrigerator, Washing Machine, Air Conditioner, Vacuum cleaner, Bed, Desk, Chair, Desk light, Clothes Chest, Gas Cooktops, Microwave, Rice cooker, Garbage Bin, Curtain
Internet	Free Wi-Fi
Air Conditioner	Coin Timer(¥100/3H)
Others	Private rooms are lockable. Kitchen, toilet, bath and living room are for shared use



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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 <sup>2</sup>	Ⓐ : Approx. 14 m <sup>2</sup> /private room
		Ⓑ : Approx. 11 m <sup>2</sup> /private room
Equipment	Kitchen, Bathroom, Toilet, Refrigerator, Washing Machine, Air Conditioner, Vacuum cleaner, Bed, Desk, Chair, Desk light, Clothes Chest, Gas Cooktops, Microwave, Rice cooker, Garbage Bin, Curtain	
Internet	Free Wi-Fi	
Air conditioner	Coin Timer(¥100/3H)	
Others	Private rooms are lockable. Kitchen, toilet, bath and living room are for shared use.	



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## 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, Balcony	
	Ⓑ : 4~5 persons (4~5DK, 1名/private room) Lockable, Non-Balcony	
Size	Ⓐ・Ⓑ : Approx.55㎡	Ⓐ : Approx.9㎡ /private room
		Ⓑ : Approx.9㎡ /private room
Equipment	Kitchen, Bathroom, Toilet, Washstand, Refrigerator, Washing Machine, Air Conditioner, Desk, Chair, Desk light, Clothes Chest, Bed (without mattress), Vacuum cleaner, IH cooktops, Microwaves, Rice cooker, Garbage Bin, Curtain	
Internet	Free Wi-Fi	
Air Conditioner	Coin Timer(¥100/3H)	
Others	Private rooms are lockable. Kitchen, toilet, bath and living room are for shared use.	



※The photos are sample images. They may differ from actual one.

## 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 <sup>2</sup>	© : Approx. 18 m <sup>2</sup> /private room
		④ : Approx. 11 m <sup>2</sup> /private room
Shared spaces	Kitchen, Bathroom, Toilet, Washstand, Refrigerator, Washing Machine, Air Conditioner, Desk, Chair, Desk light, Clothes Chest, Bed (without mattress), Vacuum cleaner, IH cooktops, Microwaves, Rice cooker, Garbage Bin, Curtain	
Internet	Free Wi-Fi	
Air Conditioner	Coin Timer (¥100/3H)	
Others	The bed area can be partitioned with curtains. It is possible to create some private space.	



※The photos are sample images. They may differ from actual one.



## ⑧ Kōyō-sō

Location	931 Uebaru, Naha
Transportation/Access	25 minute walk from ICLC
Length of Stay	From 3 months
Capacity(Room type)	4 persons
Size	Approximately 34.02 m <sup>2</sup>
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 April, 2024)

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 contract term is every three months.
- 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.
- 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: 11,000 yen/person (electricity: 4,000 yen, water: 2,000 yen, gas: 5,000 yen)  
Casa Vinosa: 9,000 yen/person (electricity: 3,000 yen, water: 2,000 yen, gas: 4,000 yen)  
Corp Taikei, Oroku Heights, Legend Hisami: 6,000 yen/person (electricity: 2,000 yen, water: 1,000 yen, gas: 3,000 yen)  
Casa Oliva/Izumihara Heights/ Kōyō-sō : 5,000 yen/person (electricity: 2,000/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 20<sup>th</sup> 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 1<sup>st</sup> 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】

- 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.

### 【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 ¥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 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 (all activities suspected of smoking outside of the smoking area on the first floor, such as leaving ashtrays indoors and the smell of cigarettes in the room)
- 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】

- If 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.