

## **General Housing Policy for EPOK Students**

### **1. Purpose**

This policy outlines the housing requirements for incoming EPOK students and clarifies Okayama University (hereinafter referred to as “the University”)’s responsibilities and limitations regarding student accommodation. It is designed to ensure the safety, well-being, and academic success of all participants in the EPOK program.

### **2. Dormitory Stay**

All incoming EPOK students are required to reside in the university dormitory throughout their stay. This policy is in place to:

- Ensure student safety and security
- Provide structured support when needed
- Facilitate integration into the university community
- Offer a stable and managed living environment

### **3. The University’s Responsibilities**

The University assumes responsibility for students residing in the dormitory by:

- Providing safe and accessible accommodation
- Assisting with dormitory-related matters
- Offering guidance and support throughout their stay
- Maintaining a conducive environment for academic and social activities

### **4. Private Housing Restrictions**

Students who choose to rent private apartments instead of staying in the dormitory do so entirely at their own risk. The University **does not**:

- Assist in finding or securing private accommodation
- Intervene in lease agreements or disputes with landlords
- Handle maintenance, contract terms, or legal matters
- Provide support for move-in or move-out procedures
- Assume responsibility for student safety and well-being in private accommodations

### **5. Responsibilities of the Sending University**

If a student chooses to live in a rented apartment, the sending university—or its appointed representative—must:

- Accept full responsibility for the student’s housing arrangements and living conditions
- Ensure the student’s safety and well-being throughout their stay

- Handle any issues related to private accommodation, including financial, legal, and logistical matters
- Cover any outstanding rent or unpaid bills (gas, electricity, water, etc.), including final payments that may be issued **after** the student has left the country
- **Act as the official contact person** for the landlord when signing any rental agreements to ensure there is a responsible representative for all housing-related matters

A **formal written acknowledgment** from the sending university confirming acceptance of these responsibilities is required **before** any alternative housing arrangements are made.

## 6. Exceptions and Special Cases

Exceptions to this policy will only be considered under **extraordinary circumstances** and must be approved in advance by the University's EPOK program Administrative office **during the nomination or application process**. Requests must be submitted in writing and will be reviewed on a case-by-case basis.

Extraordinary circumstances that may warrant an exception consist of:

- A **documented medical condition** requiring specialized housing arrangements (e.g., severe allergies, mobility impairments, chronic illnesses).

## 7. Acknowledgment of Policy

All incoming EPOK students must sign a statement confirming that they understand and agree to comply with this housing policy if they choose to rent an apartment **before** their arrival.

A copy of the signed statement must be submitted to the coordinator at the sending university. Additionally, the sending university must provide **another copy**, along with a **formal written acknowledgment** confirming acceptance of the responsibilities outlined in this policy, to the University's EPOK program Administrative office.

Failure to submit the required documentation may result in delays or complications with the student's participation in the EPOK program.