

Yamanashi Gakuin University
International College of Liberal Arts

iCLA Dormitory Handbook



i C L A
International College of Liberal Arts

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1. Overview of the Student Dormitory

1) Name and Address

Name: Yamanashi Gakuin University International College of Liberal Arts Student Dormitory

Address: 2-7-17 Sakaori, Kofu City, Yamanashi Prefecture, 400-8575.

2) Objectives of the Student Dormitory and Mandatory Residence

The objective of the Student Dormitory is to provide students the opportunity to live in a multicultural environment with other students from across the world and, by so doing, to help them to gain an understanding of the theories and mindsets that are common throughout the world by expressing themselves and forming accurate arguments, developing self-discipline and consideration for others, and deepening their understanding of other cultures. In addition, these objectives reflect the essential qualities required during the period of study abroad and have a significant influence on students' ability to focus on their studies.

Therefore, to achieve these educational objectives, all full-time first-year students at YGU must live in the Student Dormitory for a period of one year.

3) Management

YGU is responsible for managing the Student Dormitory. The Student Center is responsible for allocating rooms, collecting accommodation fees, managing facilities, etc.; and also for overseeing the overall management of the dormitory. In addition, the dormitory management staff is responsible for managing safety inside the dormitory, 24 hours a day.

We plan to assign Resident Assistants (RAs), who will offer support to students during their everyday lives, ensure that the rules of the dormitory are observed, and give advice to residents. In addition, to maintain discipline in the lives of residents, we plan to establish a Dormitory Life Committee, to which all dormitory residents will belong.

4) Building Construction and Amenities

Building structure	7 floor reinforced-concrete buildings (dormitory space is located on floors 3–7)
Amenities	Cafeteria, mailboxes, delivery boxes, cooking studio, laundry rooms, AED, emergency call buttons, evacuation ladders, fire shutters, alarm system, fire extinguishers, fire hydrants, fire hoses, security cameras.

5) Student Rooms

Capacity	232 (1 unit = 8 students)
Amenities (living area)	Table, benches, corkboard, sink cabinet, IH cooking heater, small refrigerator

Amenities (bathroom/toilet area)	Washstand, toilet, shower (two per unit)
Furniture (individual rooms)	Desk, desk lamp, bookshelf, chair, bed, hanger rack, trash box, air conditioning unit, corkboard, curtain

- Modular jacks for LAN internet are not provided. (As a rule, students access the internet via wireless LAN).
- Beds comprise only frames (floorboard type; mattresses not included).

2. Move-In Procedure

1) Period of Stay

April start	March 30, 2015 (Mon)–March 16, 2016 (Wed)
September start	August 31, 2015 (Mon)–August 15, 2016 (Mon)

2) Move-In Documents

Please submit your Move-In Documents (入寮手続き書類) to the Student Center before the designated date.

3) Checklist (upon arrival)

Use the checklist (チェックリスト) to confirm that no items are missing from the room or are damaged. Please submit the completed form to the Student Center before the last day of the New Student Orientation period.

4) Rental Bedding

It is possible to rent a bedding set from our contractor, Maruzen Campus Shop. Please complete the application and payment procedures at the Yamanashi Gakuin Maruzen Campus Shop.

	Contents	Price
Bedding set rental cost	Pillow, pillow cover, futon mattress, sheets, futon quilt, futon quilt cover, blanket, blanket cover.	¥12,000 each time (including tax)
Fee for changing 3-piece cover set	Sheets, futon quilt cover, pillow cover	¥500 each time (including tax)

5) Residential Units

As a rule, residents live in shared units. One unit (room) accommodates eight students.

6) Designation of Rooms

The Student Center allocates rooms to residents. Residents may not exchange their designated room for another room without permission from the Student Center. However, if it is

determined that a room change is necessary (for example, in the case of trouble between roommates), we will consider the possibility of changing room assignment. Please consult the Student Center if you have any worries or concerns..

7) **Unitmate Agreement**

Unlike living alone, living in a student dormitory involves sharing part of your living space with other students with different ways of lifestyles. To live together comfortably, it is essential to establish common rules to which all members of the unit agree. Therefore, to ensure that all students enjoy a comfortable life at YGU, students are expected to exchange an agreement on communal living in the unit. This agreement is called the “Unitmate Agreement.”

Please discuss the following matters with reference to (8) Communal Living and submit the Contract to the Student Center within two weeks of entering the dormitory.

- Lifestyle habits
- Cleaning duty
- Listening to music
- Allergies
- Others
- Lending of personal belongings
- Management of valuables
- Sleeping and rising times
- Telephone and chat times

8) **Communal Living**

At iCLA, learning occurs on a multicultural campus, where students from Japan and overseas come together to study. The Student Dormitory is also a cosmopolitan living environment, being home to students from various cultures. All students working toward a degree at iCLA must study abroad for one year during their third year of study. As a rule, you will also be required to share a room in a dormitory at the partner university during your period of study abroad.

Ensuring a Comfortable Communal Life

To ensure a comfortable communal life in the dormitory, it is important to build relationships of trust with your unitmates. Please consider the following advice to create a trouble-free life in the dormitory:

• **Face-to-face Conversation**

While it is acceptable to communicate with your unitmates via social networking service such as Facebook, please try to understand one another through face-to-face conversation, rather than making judgments based only on online interaction.

• **Resolving Issues Early**

If you feel uncomfortable with the habits or behavior of your unitmate(s) while living together in a unit, or if you experience a more serious problem, please tell the person(s) concerned about this honestly and discuss a solution as soon as possible. If you become excessively stressed or dissatisfied, your feelings toward your unitmate(s) may transform into anger. If you are no longer able to contain this anger, you may end up reproaching your unitmate(s) too severely. Try to resolve issues early.

- **Building Mutual Respect**

Unitmates are part of a team sharing a living environment. Rather than feeling that you “have to get on well” with your unitmates, we recommend that you expect to enter into a relationship of mutual respect for your common living space.

- **Working out Differences**

Please mentally prepare yourself to “work out differences” with your unitmates. A certain amount of “give and take” is needed to ease the tension of communal living. “Working out differences” does not mean making sacrifices but, rather, discovering feasible rules for communal living with which both parties are comfortable.

- **Determining the Rules**

While you may feel reluctant at first, you and your unitmates should determine a set of rules for communal living by having a face-to-face conversation within a few days of moving in together. These rules will play an important role in your communal life during the course of the year. It is important to gain the understanding of your unitmates in relation to possible sources of discomfort or annoyance, such as cleaning the unit and listening to music.

3. Move-Out Procedures

1) **Deadline for Moving Out**

April matriculation	March 16, 2016 (Wednesday)
September matriculation	August 15, 2016 (Monday)

2) **Dormitory Move-Out Form**

Please submit the Dormitory Move-Out Form (退寮届) to the Student Center at least one month before the day on which you wish to move out. Please inform the Student Center immediately if you wish to change your moving out date after you have submitted the form.

3) **Notification of New Address**

After you move out of the dormitory, please ensure that you inform the Student Center of your new address.

4) **Mail Forwarding Form**

Please register for the “Mail Forwarding Service” (郵便物の転居・転送) via the Japan Post Office homepage using the following link: <http://www.post.japanpost.jp/service/tenkyo/index.html>.

This service allows you to forward all mail sent to your old address to your new address for a period of one year, free of charge. Personal mail that is delivered to the dormitory after a student has left will be returned to the sender.

5) Oversized Garbage and Appliance Recycling

Students are responsible for disposing of oversized garbage (粗大ごみ) and recycling appliances. Under no circumstances should students leave such items in their units when moving out. If we discover that a student has left such items in a unit, we will identify the student and take disciplinary action. Please confirm how to dispose of oversized garbage and recycle appliances with the dormitory management staff.

6) Cleaning the Units

Please clean the unit (including the common areas) thoroughly before the day of the damage check.

7) Damage Check (on the day of move-out)

We will check your room for damage on the day that you move out. A member of the dormitory management staff will inspect the rooms and common areas for damage and stains while the vacating students are present. YGU collects a deposit of ¥50,000 from each student. ¥16,200 (tax included) of this deposit is a cleaning fee that is used for repairing and cleaning the unit upon vacation. The remainder of the deposit (¥33,800) is returned to students after they move out, provided that no additional repairs or cleaning work is required. If such additional work is required and the cost exceeds the amount of the deposit, we will issue an invoice for the actual cost incurred to the student(s) responsible. In addition, you may be asked to pay for any damage or stains not recorded on the Checklist submitted upon moving in.

8) Return of Keys and Bedding Sets

Please return your room key to the dormitory management staff at the time of the damage check. If you are unable to return your borrowed key, you will be required to pay for the replacement of the lock cylinder and/or key. When seeking to return bedding sets (applicable only to students who have rented bedding sets), please establish a return date directly with Maruzen Campus Shop to allow a member of staff to check for damage and/or stains. If conspicuous damage/stains are found, you may be charged.

9) Mail Boxes

Please check your mail box on the day that you move out. Any mail remaining in the mail box the following day will be destroyed.

4. Dormitory Fees

1) Fees and Payment Deadlines

Please pay the dormitory fee specified in the table below before the designated date, using an appropriate method [see 2)]. Utility costs are included in the common area charge (共益費).

April Matriculation		
	Spring Semester	Fall Semester
Payment deadline	March 25, 2015 (Wednesday)	August 24, 2015 (Monday)
Payment amount	¥285,000	¥329,000
Breakdown	Room charge	¥175,000
	(¥35,000/month)	(April–August)
	Common area charge	¥60,000
	(¥12,000/month)	(April–August)
*Deposit	¥50,000	¥

September Matriculation		
	Fall Semester	Spring Semester
Payment deadline	August 24, 2015 (Monday)	March 30, 2016 (Wednesday)
Payment amount	¥379,000	¥235,000
Breakdown	Room charge	¥245,000
	(¥35,000/month)	(September–March)
	Common area charge	¥84,000
	(¥12,000/month)	(September–March)
*Deposit	¥50,000	¥

¥16,200 (tax included) is used as a cleaning fee upon moving out.

The remainder of the deposit is returned to students upon moving out, provided that no additional repairs or cleaning work are required.

- Students must also make a payment for catering of ¥1,800/day (for 3 meals/day).

iCLA Cafeteria
As a rule, the iCLA Cafeteria provides 3 meals a day for all students living in the Student Dormitory. A cooking studio is also provided for students' own use, which is located in the same building as the Cafeteria, but can only be used outside of the set times for these 3 meals.

2) Payment Method

Please transfer the dormitory fee using your own (the student's) name to the account specified below. Please note that, due to an amendment in the law, it is necessary to show an identification card issued by an official institution when making cash payments of more than ¥100,000 at the counter of a banking institution.

In addition, it is not possible to make cash transfers of more than ¥100,000 from ATMs. It may not be possible to make card payments or internet transfers if the account holder has not completed the necessary customer identification procedures. It is also important to note that a transfer fee is charged for payments (payments made from overseas are subject to a transfer fee, exchange margin, and recipient handling fee). Please inquire at your bank for more details.

The details of the bank account for transferring the dormitory room and board payments are as follows:

Payee (振込先)	Yamanashi Chuo Bank Head Office General Deposit 2043836 (山梨中央銀行 本店営業部 普通預金)
Account holder (口座名義人)	(Gaku) Yamanashi Gakuin (ガク. ヤマナシガクイン)

Ensure that you use your own (the student's) name when making the transfer.

Remitters name (振込人名)	Example: OOOO OOO (name of student)
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5. Facilities Guide

1) Student Dormitory Superintendent Room

The Student Dormitory Superintendent Room (学生寮管理室) is located on the first floor of the East Tower. Dormitory management staff is available to assist students 24 hours a day.

Office Hours	Weekdays: 9:00–18:00 (Student Center) 18:00–9:00 (Student Dormitory Superintendent Office)
	Weekends and national holidays: 24 hours (Student Dormitory Superintendent Office)

2) Self-locking System

We ensure the safety of dormitory residents through the use of self-locking doors.

3) Laundry Rooms

Laundry rooms are located on the second floor of each tower. The dormitory staff reserves the right to dispose of any clothes that are left in the laundry room for more than one week. It is

possible to use the laundry rooms 24 hours a day; however, we encourage students to use the rooms at sensible times to prevent trouble between residents.

4) Cooking Studio

A cooking studio is provided on the first floor (next to the Cafeteria) for student use. If you wish to utilize the studio, please apply to do so via the Student Dormitory Superintendent Room one week in advance. After using the studio, please clean it carefully and allow a member of the dormitory management staff to conduct a cleaning check. Students are not permitted to take equipment out of the studio.

Hours of availability	9:00–11:00
	14:00–17:00
	20:00–22:00
Fixture/Utensils	IH cooking heater, frying pans, pots, knives, chopping board

- The hours of availability and equipment may vary due to unforeseen circumstances.

5) Refrigerators

The kitchen contains refrigerators. These refrigerators can only be used to store food that is due to be prepared on the same day. It is not possible to store personal food items in the refrigerators for a long period of time. (Please dispose of any items remaining in the refrigerators after using the kitchen; i.e., on the same day.)

6) Mail Boxes and Mail

Personal mail boxes are located in the Student Dormitory Lobby. Parcels are stored in delivery boxes—should you receive a parcel, the key to the appropriate delivery box will be dropped into your mail box. Please note that we are not able to store parcels that contain perishable foods or cash. To ensure that mail is sent correctly, we ask that you give the sender or courier the full address (including the name of the building and your individual room number) as well as your internal extension number.

7) Common Areas

Residents may use the common areas freely. However, residents may not leave their personal belongings in the common areas.

8) Garbage Collection Point

Special garbage collection point is provided for dormitory residents. When disposing of garbage, please separate it into different types and place it in the appropriate Kofu City bags, then leave it at the designated garbage collection point. See the Kofu City handbook “How to Separate and Dispose of Garbage” for more information.

6. Student Room Guide

1) Electrical Appliances

The use of electrical appliances with high power consumption in student rooms can cause the circuit breaker to trip. Therefore, we have restricted the types of electrical appliances that students are permitted to use. Please refer to the following list for details on which electrical appliances can be brought into student rooms. The introduction or use of prohibited electrical appliances is forbidden. If we discover these items in a student's room, we will confiscate them.

Electrical Appliances permitted to bring in the dormitory

- Coffee maker
- Electric kettle
- Small vacuum cleaner
- Clothes iron
- Hair Dryer

2) Internet Access

In the dormitory, students can access the internet via wireless LAN (ygu-spot). However, students may, from time to time, experience an unavoidable drop in internet speed or may not be able to use the internet due to interference. Please observe University Rules and Regulations when using the internet.

3) Internal extension lines

Internal telephones (for internal calls and reporting emergencies) are located in the common area within each unit. Please use your own cell or internet phone when making external calls to people off-campus.

4) Air Conditioning Unit

Each room is equipped with an air conditioning unit—please adjust the temperature to suit your needs. Utility costs are included in the common area charge (共益費). Please be mindful and endeavor to conserve electricity and water where possible.

7. Obligations of Residents

1) Damages

If you damage any equipment in the dormitory, you have an obligation to report this to the Student Dormitory Superintendent's Room immediately and to restore the damaged item to its original state. If the damage or stain was caused deliberately, or due to carelessness or negligence, you will be required to pay for the actual cost of replacing the item. You will also be asked to pay for a new room key if you lose yours.

2) Reporting Breakages, etc.

If you break a piece of equipment—including electricals, parts of the drainage and hot-water-supply systems, and the air conditioning unit—please report it to the Student Dormitory Superintendent's Room immediately.

3) Sending Mail

If you wish to send mail to a student, please specify the address of the Student Dormitory, together with the student's room number and name, as shown in the box below. Please take particular care when purchasing items online. (Do not forget to include the internal extension number.)

OOOO (student name) - **extension OOOO**,
Room OOO, East or West
International College of Liberal Arts Student Dormitory,
Yamanashi Gakuin University,
2-7-17 Sakaori,
Kofu City,
Yamanashi Prefecture, Japan.
400-0805.

4) Long Vacation Schedule

To make contact in emergency situations, we ask students to confirm their whereabouts during long vacations. Students are required, therefore, to submit a Long Vacation Schedule form (長期休業中予定表). Please submit the Long Vacation Schedule form to the Student Center prior to the vacation period and before the submission deadline.

5) Requesting Use of the Cooking Studio

If you wish to use the kitchen, please submit a Request for Use of the Kitchen (セルフキッチン利用届) to the Student Dormitory Superintendent's Room one week in advance.

6) RA Talks

Students must participate in a one-to-one talk with an RA during both the first and second semesters. The objective of these talks is to provide support regarding daily life and health related issues.

7) Dormitory Meetings and Events

Students must participate in meetings (Unit Meetings, Floor Meetings, etc.) and events held at the dormitory.

8) Emergency Drills

Students must participate in emergency drills organized by the University.

9) **Mounting Displays**

Please inform the Student Center beforehand if you wish to mount a display in the dormitory.

10) **Maintenance Checks and Repair Work**

Upon advance notification, the dormitory management staff may, from time to time, enter students' rooms to conduct routine maintenance checks and/or for repair work. Furthermore, with a view to ensuring that residents enjoy safe and healthy living conditions, a member of the dormitory management staff, iCLA Administrative Office staff, or RA team may request access to your room for the purposes of investigation, if a breach of the dormitory rules is suspected. In addition, during an emergency, staff members may open doors without obtaining the permission of residents.

8. Prohibitions and Restrictions

1) **Leaving Early**

Except under exceptional circumstances, such as a leave of absence due to illness or medical treatment, students are not permitted to move out of the dormitory during the mandatory period of stay. Please consult the Student Center in case you need to request to leave early.

2) **Entry of a Guest of the Opposite Sex**

It is prohibited to let a guest of the opposite sex in your room.

3) **Undesired Noise**

When listening to music and other media in your room, please be very careful not to cause a nuisance to other residents. If you disturb or cause inconvenience to another student due to undesired noise, we will immediately remove your right to engage in the activity creating the problem.

4) **Electrical Appliances**

The introduction or use of prohibited electrical appliances in rooms is forbidden.

5) **Fireworks and Firearms, etc.**

The use of fireworks, firecrackers, imitation handguns, barbecues, incense, and other firearms as well as gas, charcoal, and candles, is prohibited on the YGU campus.

6) **Dangerous Articles**

Students are prohibited from bringing weapons or items construed as weapons on to the YGU campus.

7) **Dangerous Behavior**

Students are prohibited from engaging in any behavior that puts themselves or others at risk, or is considered to be dangerous.

8) **Remodeling and Rearrangement of Room**

Remodeling and rearrangement of room without notice are prohibited.

9) **Keeping Pets**

Students are not permitted to bring animals on to the YGU campus. In addition, under no circumstances should students feed any animals that are present on the University campus and/or bring such animals indoors.

10) **Solicitation and Sales**

The supply and exchange of money, goods, and services, including requests for donations, is prohibited in the dormitory.

11) **Smoking**

Smoking is banned throughout the dormitory. Smoking is not permitted on campus, except for in designated smoking areas. Please also note that students under the age of 20 are prohibited from smoking by law.

12) **Alcohol**

Alcohol is banned throughout the dormitory. Please also note that students under the age of 20 are prohibited from drinking alcohol by law.

13) **Driving under the Influence of Alcohol**

Driving under the influence of alcohol is prohibited by law. YGU also punishes its students severely for such an offence. Please do not drive under the influence of alcohol. Instead, use a proxy driving service or public transportation. In addition, the use of mobile phones while driving is prohibited.

14) **Drugs**

The use, possession, and sale of drugs, such as marijuana, hallucinogens, and stimulants, is strictly prohibited under the Japanese law. If students are discovered to have engaged in such behavior, whether on or off the campus, they will face immediate expulsion from the University. In addition, international exchange students who are subject to punishment under the law will be deported from the country.

15) **Political or Religious Activities**

Students are prohibited from supporting specific political parties, engaging in opposition movements against political parties, conducting religious activities for specific religious groups, or holding meetings related to such activities both in the dormitory and across the YGU campus.

9. **Emergencies**

1) **Fires and Earthquakes**

Evacuation ladders, fire extinguishers, hydrants, and shutters, etc. are located on every floor. Please prepare for emergencies and disasters in advance by noting the evacuation route.

Please also facilitate the use of the escape route by ensuring that personal belongings are not left in the corridors or in the veranda. Any personal belongings left unattended will be removed for disposal.

2) Sudden Illness, Injuries, and Counseling

If you fall ill or sustain an injury, please contact the Health and Medical Care Room (保健管理室). If you require counseling, please contact the Student Counseling Room (学生相談室). If you fall ill or sustain an injury outside of the opening hours of these offices, or if it is an emergency, please ask a member of the dormitory management staff, an RA, or a member of the Dormitory Life Committee to call an ambulance so that you can undergo treatment at an emergency hospital. However, please do not use the ambulance service in place of a taxi to get to some destination.

In case of an emergency, students are advised to carry their health insurance cards and enough money to cover the cost of medical treatment and transport at all times.

3) Theft and Loss

YGU assumes no responsibility for theft or loss on the University campus. However, if you are the victim of theft, please report the issue to the iCLA Administrative Office or the Student Dormitory Superintendent's Room. Please take particular care when managing your valuables, student ID, and room key. Ensure that you lock your door every time you leave your room.

If you lose your room key, please contact the Student Center immediately and complete the replacement procedure. Please note that individual students are not permitted to duplicate room keys or sublease rooms.

4) Emergency Contacts

	Destination	Telephone number
1)	iCLA Administrative Office (iCLA 事務室)	Internal (1350) External (055-224-1350)
2)	Student Dormitory Superintendent's Room (学生寮管理室)	Internal (1722)
3)	Student Dormitory Superintendent's Cell Phone (学生寮管理人 携帯電話)	080-2582-3804
4)	Student Center (学生センター)	Internal (1240) External (055-224-1240)
5)	Information Booth (守衛室)	Internal (1490) External (055-224-1490)
6)	Police (警察署)	110 (0110)
7)	Fire/ambulance (消防署・救急車)	119 (0119)

Note: Please use your own cell or internet phone when making external calls to people off-campus.

10. Health Care

1) Health and Medical Care Room

The Health and Medical Care Room (保健管理室; tel: 055-224-1241) is located on the second floor of the Campus Center. Public health nurses are available to administer temporary treatment for illnesses and injuries. If the injury or illness cannot be dealt with by the Health and Medical Care Room, the staff will introduce you to a hospital or clinic. It is easy to experience mental or physical stress and/or fatigue while getting used to your new environment at university, living away from your parents in the dormitory. If you feel unwell, please feel free to talk to the staff at the Room. Consultations are available from 9am to 6pm on weekdays.

2) Student Counseling Room

The Student Counseling Room (学生相談室; tel: 055-224-1242) is located on the third floor of the Campus Center. The counselors there help students to resolve or eliminate various mental worries, anxieties, and conflicts, and endeavor to provide open advice regarding all such issues, whether minor or serious.

In addition, the Student Counseling Room offers consultations to the families and friends of YGU students as well as to faculty members. Please be assured that the members of staff at the Student Counseling Room respect the privacy of these consultations. The member of staff with whom you meet will request support from, or introduce you to, an appropriate individual/institution that can help depending on the nature of the consultation.

Reservations are necessary. Reservations can be made by informing the Student Counseling Room of your preferred consultation date and time, or by visiting the Room in person. Consultations are available from 9am to 6pm on weekdays.

3) List of Hospitals and Medical Institutions

Yamanashi Kosei Hospital (school physician/general hospital) (山梨厚生病院)	
860 Ochiai, Yamanashi City	0553-23-1311
Sugita Clinic (internal medicine) (杉田医院)	
1-11-14 Zenkoji, Kofu City	055-233-5251
Ozawa Surgery and Internal Medicine Clinic (surgery/internal medicine) (小沢外科内科医院)	
1-24-20 Zenkoji, Kofu City	055-233-7037
Kofu Neurosurgical Hospital (neurosurgery/dentistry) (甲府脳神経外科病院)	
1-16-18 Sakaori, Kofu City	055-235-0095
Hinohara Orthopedic Surgery Pain Clinic (orthopedics) (ひのはら整形外科ペインクリニック)	

2-6-22 Satoyoshi, Kofu City	055-236-2277
Mizukoshi ENT Clinic (ENT) (みずこし耳鼻咽喉科クリニック)	
621-1 Wadamachi, Kofu City	055-269-8714
Shimizu Clinic (gynecology) (清水クリニック)	
450-5 Mukomachi, Kofu City	055-221-0341
Kashiwagi Ophthalmology Clinic (ophthalmology) (柏木眼科クリニック)	
5-10-14 Joto, Kofu City	055-227-7550
YAC Osteopathic Clinic (osteopathy) (ヤック鍼灸整骨院)	
2-4-5 Sakaori, Kofu City (within the University)	055-236-5766
Fujitani Dental Clinic (dentist) (ふじたに歯科医院)	
287-2 Kudamacho, Kofu City	055-220-1117
Nishioka Internal Medicine Clinic RA (internal medicine) (にしおか内科クリニック R A)	
679 Wadamachi, Kofu City	055-222-2365
Shibagaki Dermatology Clinic (dermatology) (柴垣皮フ科)	
1159-10 Sunadacho, Kofu City	055-288-1112

If you feel unwell during a public holiday or on weekend, contact or visit:

Emergency Medical Center (Kofu City) (救急医療センター)	
14-6 Saiwaicho, Kofu City	055-226-3399
Yamanashi Prefecture Emergency Medical Information Center (山梨県救急医療情報センター)	
1-4-16 Takara, Kofu City	055-224-4199
Yamanashi Oral Health Center (山梨口腔保健センター)	
2-1-33 Yakata, Kofu City	055-252-9955

11. Cafeteria

1) Cafeteria

The Cafeteria provides students with three meals a day. The menu for each month is designed by dietitians keeping nutritional balance in mind.

Hours of operation		
Breakfast	Lunch	Dinner
8:00–9:00	11:00–13:30	18:00–20:00

- The Cafeteria operating hours may vary, depending on circumstances.

The Cafeteria will not provide meals to students who are unable to take meals during the service’s hours of operation due to their own choices (due to oversleeping, attending a part-time job, etc.). However, we will consider offering meals outside of regular hours in the case of class extensions, so please contact the iCLA Administrative Office in such a situation.

2) Special Menus

If you are feeling unwell, we will provide rice porridge (*okayu*) or noodles (*udon*) instead of the regular “Residents’ Menu.” Please inform the Student Center and ask a friend or unitmate to bring your meal to your room.

3) During Long Vacations

As a rule, we do not provide meals during long vacations.

Cafeteria holidays	Golden Week (May 1 –May 6), Summer Break (August 6–August 31) New Year Break (December 26–January 12), Spring Break (March 16–March 31)
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- Holiday periods are subject to change.

4) Precautions

- Residents are not permitted to take more than the designated number of main dishes, side dishes, and desserts.
- When giving side dishes, etc. to friends, please exchange the food at the tables rather than at the counter.
- The Cafeteria offers free refills of rice, bread, and soup.
- Residents are not permitted to take food or tableware out of the cafeteria.