

Authority: Approved by the President

Chapter 25. Housing

25.1 Policy

25.1.1 The University undertakes to provide housing on campus for approximately half of its academic population. The objective is to provide housing for all incoming students during their first year at the University, and for most incoming researchers and faculty, to ease their transition to life in Okinawa and at the University. The expectation is that some students, faculty and researchers will choose instead to live off campus. When no appropriate on campus housing is available for an employee or student, and if the University identifies the employee as one who should reside adjacently to the campus to accomplish her/his duty, the University may rent off campus housing for the employee, which is designated in advance by the University. This policy enables the University to provide sufficient housing and related facilities for incoming members of the academic population, while still providing business opportunities for Okinawa developers, landlords and real estate companies to benefit from the presence of the University and its researchers in Okinawa.

25.1.2 Campus housing is made up of a mix of apartments and houses intended to cater to a range of academic residents, from single students sharing an apartment, to researchers and faculty members who have partners and children living with them.

25.1.3 Housing and related welfare facilities are designed to make life comfortable for residents from a wide range of nationalities, backgrounds and age-groups. The buildings are designed to suit the climate and environment of the campus, within the limits of the budget available for their development.

25.1.4 All academic members of the OIST population are eligible to apply for residence in on-campus housing. [Executives](#) are also eligible to live on campus, but administrative staff are offered on-campus housing only by

exception.

25.1.5 Housing is provided on a subsidized basis for those who are eligible to rent subleased housing. In principle, the subleased housing residents are responsible for 20% of the rent amount of their housing, with the balance provided by OIST, subject to established limits. Those who are not eligible to rent subleased housing shall pay full amount of rent.

25.1.6 Residents are responsible for all utility costs incurred in their apartments or houses.

25.2 **General considerations**

25.2.1 The campus housing (excluding Seaside Faculty Housing) at OIST has been developed under a Public Private Partnership with the Developer. Under the terms of the Project Contract between OIST and the Developer, the housing has been designed and constructed by the Developer to a specification agreed between the two parties. Upon completion of the buildings, ownership has been transferred to OIST, and OIST has entered into a Master Lease with the Developer to operate and maintain the housing on behalf of the university. In principle, the Developer's source of income is the rental fees derived from the use of the housing by members of the university. To ensure the commercial viability of the project for the Developer, OIST has given an undertaking to maintain an agreed level of occupancy in the housing.

25.2.2 Notwithstanding the above (25.2.1), certain costs for long-term renovation of the housing are to be borne by OIST, in accordance with provisions set out in the Project Contract between OIST and the Developer.

25.2.3 In principle, housing is provided on a furnished basis for students and an unfurnished basis for faculty and researchers. However, OIST has furnished a number of apartments and houses for use by incoming faculty and researchers without their own furniture. A separate monthly fee will be charged to residents in furnished housing to recover the replacement cost of the items installed. The furniture agreement, charging method, and fee table are stipulated here.

25.2.4 A limited number of furnished houses and apartments are held by the university for short-term use by visiting faculty and researchers.

Eligibility and conditions are set out in [Accommodation Procedure](#)..

25.2.5 Off-campus housing may be rented by the university for Officers employees, and students. Eligibility and conditions for the Officers and employees are set out in [Off-campus Rental Housing Regulations for Officers and Employees](#). For the students, eligibility and conditions are set out in [Off Campus Rental Housing Regulations for Students](#).

25.3 **Rules**

25.3.1 **People who may be residents**

25.3.1.1 The people who may be residents of campus housing are as follows.

1. [Senior level executives of the University](#)
2. Faculty, researchers and students of the University
3. Apart from the people above, people whose residence the Vice President for Buildings and Facilities Management has authorized

25.3.1.2 Provision of housing for Full-time Officers(the CEO/President, Vice-CEO and Full-time Auditor) is as follows.

1. The university rents On-Campus housing to the CEO/President, Vice-CEO and Full-time Auditor.
2. The university may rent Off-Campus housing for Vice-CEO and Full-time Auditor under special circumstances approved by the CEO/President.

25.3.2 **Co-residents**

25.3.2.1 The scope of people who are allowed to live with residents of campus housing is limited to the family / partner of a person stipulated in 25.3.1 or a person stipulated in 25.3.1 (as a room share mate).

25.3.2.2 OIST may recognize co-residence in campus housing by people other than those stipulated in 25.3.2.1 with the approval of the Vice President, Buildings and Facility Management in cases of special circumstances.

25.3.3 **Use based on sub-lease**

The following people can use campus housing (excluding Seaside Faculty Housing) on a sub-lease basis where OIST is the sub-lessor.

1. Faculty of OIST
2. Students of OIST
3. Apart from those above, people the Vice President for Buildings and Facilities Management has authorized

25.3.4 **Selection and authorization of residents**

The Vice President, Buildings and Facility Management authorizes residency and people who apply first are given priority in selection for residency, although exceptions may apply.

25.3.5 **Cancellation of authorization of residency**

If people whose residency has been authorized do not take up residence by the predetermined date without legitimate reason, or if it becomes clear that there are false statements in the documents submitted at the time of application, OIST will cancel their authorization of residency.

25.3.6 **Conclusion of a lease contract and contract period**

Excluding cases of use of Seaside Faculty Housing, residents must conclude a lease agreement with the Developer (with OIST in cases based on sub-lease) by the date they take up residency. Please check 25.6.3 for a standard lease agreement. The lease agreement period is one year and this period shall be renewed automatically in the absence of notice.

25.3.7 **Payment of rent, etc.**

Excluding cases of use of campus housing based on a sub-lease with OIST and cases of use of Seaside Faculty Housing, residents must pay rent, etc., from the predetermined date of entry to residence until the date they leave by the method stipulated in the [lease agreement](#). The amounts of housing allowance provided by OIST to residents is set out in [34.3.5.2](#).

In cases of use of campus housing based on a sub-lease with OIST, OIST will collect from the residents as a usage charge.

The amounts of usage charges in cases of use of Seaside Faculty Housing are stipulated in [here](#).

Rent, etc., in cases where students reside in campus housing is stipulated in [here](#).

25.3.8 **Furniture usage charges**

People residing in furnished rooms must conclude a furniture agreement and

pay furniture usage charges by the method stipulated in the furniture agreement. Please check [here](#) for a standard furniture agreement.

25.3.9 **Cost burden**

Residents must bear the cost of electricity, gas and water, etc., as well as communication expenses such as the Internet that they use.

25.3.10 **Residents' management obligations**

25.3.10.1 Residents must use campus housing with a good manner.

25.3.10.2 Residents must not lease out or make available for a use other than as a residence all or part of their campus housing to a third party, and must not modify, remodel or carry out any other construction work on said campus housing.

25.3.10.3 If a resident damages or defaces campus housing deliberately or due to gross negligence, he or she must return the campus housing to its original state or compensate for the cost of doing the same.

25.3.11 **Leaving**

25.3.11.1 Residents must leave campus housing when they fall under any of the following categories.

25.3.11.1.1 When their period of residence expires

25.3.11.1.2 When they have resigned, completed the academic years, or withdrew from University.

25.3.11.1.3 When it is necessary due to reason of OIST's work

25.3.11.1.4 When OIST has instructed a resident to leave because the resident has violated the provisions of this chapter or the reason for their residence has ceased to exist

25.3.11.2 Residents must not invoice OIST for eviction fees, etc., as a condition for vacating campus housing.

25.3.12 **Residential guide**

Residents of campus housing (excluding Seaside Faculty Housing) must read and understand the [residential guide](#) provided by the Developer.

25.4 **Responsibilities**

25.4.1 **Vice President, Buildings and Facilities Management**

The Vice President, Buildings and Facilities Management have general charge of the maintenance, operation and management of campus housing.

25.4.2 **Housing Management Section**

Housing Management Section is in charge of the maintenance, operation and management of campus housing under the instructions of the Vice President, Buildings and Facilities Management. This section is also the contact point for OIST with the Developer.

25.4.3 **Residents**

Residents must execute faithfully the duties stipulated in this chapter, the [lease agreement](#) and the [furniture agreement](#) (if using furniture).

25.4.4 **The Developer**

The Developer is entrusted with work related to the maintenance, operation and management of campus housing based on the business contract concluded with OIST.

25.5 **Procedures**

25.5.1 **Residency applications**

People who wish to reside in campus housing must submit the prescribed [application form](#) of campus housing to Housing Management Section. (Student do not apply to this)

25.5.2 **Leaving notices**

Residents must submit the prescribed request form of [leaving notice](#) to Housing Management Section at least one month in advance if they intend to leave campus housing for their own reasons.

25.5.3 **Advance notice of an order to leave**

If OIST requires a resident to leave campus housing based on 25.3.11.1.3, it must notify the resident at least six months in advance.

25.6 **Forms**

25.6.1 **Application Form of Campus Housing**

Please inquire with Housing Management Section with regard to [Application](#)

form of campus housing.

25.6.2 **Request Form of Leaving Notice**

Please inquire with Housing Management Section with regard to request form of [leaving notice](#).

25.6.3 **Lease agreement**

Please check [here](#) for a standard campus housing lease agreement.

25.6.4 **Furniture agreement**

Please check [here](#) for a standard furniture agreement.

25.7 **Contacts**

25.7.1 Policy Owner

Vice President, Buildings and Facilities Management

25.7.2 Other contacts:

Housing Management Section

25.8 **Definitions**

25.8.1 **Campus housing**

The campus housing provided at OIST is as follows.

- Village Center
- West Court
- East Court
- South Hill
- Hillside Faculty House
- Seaside Faculty House

25.9 **Appendices**

- [Campus Housing Information](#) (room types / sizes, rents, etc.)