To Students and Staff

**Disposal of Abandoned Bicycles on Komaba I campus**

Thank you for your continued understanding and co-operation regarding on-campus traffic. The following is an announcement of the disposal of abandoned bicycles on Komaba Campus.

**Notice**

1. **Issue of Warning Tickets**

On Tuesday 11 June, the University attached yellow warning tickets to bicycles unregistered with the University and left without permission on Komaba campus.

2. **Notice Period**

The above-mentioned warning tickets carry a grace period of two weeks (until 25 June), during which the bicycle owners are required to confirm their ownership. If you intend to continue to use a bicycle with a warning ticket on campus, please register your bicycle with the relevant department as soon as possible.

   Undergraduate and Graduate Students:
   Register with Student Support Section, Student Support Division (Administration Building 1F 03-5454-6074)

   Staff:
   Register with General Affairs Section, General Affairs Division (Administration Building 2F 03-5454-6893)

3. **Retention Period**

Bicycles which still have warning tickets after the two-week grace period will be deemed ownerless and classified for disposal. They will be retained for approximately 1 month (until 23 July).

4. **Disposal**

Once the retention period is over, the University will dispose of all the bicycles classified for disposal according to prescribed procedure.