

13 June 2024

Dean, Graduate School of Arts and Sciences  
Dean, Graduate School of Mathematical Sciences

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.