

13 December 2019

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

To Students and Staff

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

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

#### Notice

##### 1. Issue of Warning Tickets

On Tuesday 10 December, the University put the warning tickets (yellow) on the bicycles that were unregistered with the University and left without permission on Komaba campus.

##### 2. Notice Period

The above-mentioned warning tickets carry a grace period of 2 weeks (until 24 December), during which the owners of the bicycles are required to remove the warning tickets in order to confirm their ownership. Owners are also required to register their bicycles with the University as soon as possible.

Undergraduate and Graduate Students:

Please register with Student Support Section, Student Support Division

(Administration Building 1F 03-5454-6074)

Staff: Please register with General Affairs Section, General Affairs Division

(Administration Building 2F 03-5454-6893)

##### 3. Retention Period

Bicycles still with warning tickets after a grace period of 2 weeks will be deemed ownerless and classified for disposal, and will be kept for approximately 1 month (until 24 January).

##### 4. Disposal

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