

Rikkyo University Application for Late Payment of Academic Fees and Other Payments for Academic Year 2016

To Finance Division of Rikkyo University

Due to the following economic reason, I hereby apply for late payment of academic fees and other payments.

Department/ Course Name	College/Graduate School	Department/Course	Year
Student Name		Student ID Number	
Guarantor Name	(Seal)		
Receiver's Address	<p>* Please fill in this section only if the bank transfer form needs to be sent to an address different from the address submitted to the University.</p> <p>〒</p> <p style="text-align: center;">TEL</p>		
Reason for Applying for Late Payment	* Describe the reason why you wish for late payment of academic fees and other payments in specific terms.		

▽Please circle what you wish to do.

	Make the spring installment payment by 2016/07/01
	Make the fall installment payment by 2016/12/9

**Those who have chosen payment
by bank account automatic**

Please submit the Application for Late Payment by **October 19th**. Only when it is submitted by October 19th, can the bank account automatic transfer of the fall installment payment be stopped. In the case of late payment, payment should be made with the Bank Transfer Form. After the application procedure is completed, this Permit and Bank Transfer Form with extended deadline will be handed.

Acceptance Stamp

Rikkyo University Permit for Late Payment of Academic Fees and Other Payments for Academic Year 2016 立教大学 学費その他の納入金延納許可書

Student Name		Student ID Number	
Guarantor Name			

▽Please circle what you wish to do.

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Rikkyo University 立教大学財務部
Accounting Office, Finance Division
Tel.: 03-3985-2237

Permission Stamp

金融機関様
上記期限までであれば納入を認めてくださいますようお願い致します。

Invalid without Stamp put here
許可印が無い場合は無効

- Personal information filled in on this form is only used for the procedures and communication related to late payment of our 2016 academic fees and other payments.
- Permit needs to be kept at hand till the time payment of academic fees and other payments for 2016 is made.
- If you don't have the bank transfer form, please contact us. We will send the Form accordingly.
- ~~Even if late payment is approved, students who will apply for Special Commencement (September graduation) or Special Completion (September completion) are required to make full payment or the spring installment payment of "Academic Fees and Other Payments" for the relevant academic year as a precondition. There is a deadline for application for Special Commencement and Completion. Please check the deadline with the syllabus for the academic year 2016.~~
- If the period of late payment is past, we will send you a bank transfer form of academic fees as a "Reminder" for payment.

《Points to Note for Filling in this Form》

- (1) In the lower part of this form, Student Name, Student ID Number, Guarantor Name and a circle (type of deferment) should also be filled in.
- (2) When submitting this form, please do NOT tear it along the perforated line and separate the lower part (Permit).
- (3) You can't apply for late payment of both of the first and second installments at once.
You can apply for each separately when receiving the relevant bank transfer form or the relevant announcement of bank account automatic transfer.

《Points to Note for Payment into the University's Bank Account》

As a rule, we do not reissue a bank transfer form. Please use the Form we already sent to you and go through the payment procedures at a financial institution's counter.
In cases where you are told that payment is overdue, you need to present this Permit for Late Payment with permission stamp to prove that your Application for Late Payment has been approved by the University. This would allow you to complete the payment procedures.