

October 2016

Dear all,

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Incorporated Educational Institution, Rikkyo Educational Corporation
Accounting Office, Finance Division
Tel.: +81-3-3985-2237

2016 Rikkyo University Notice of Payment of Academic Fees and Other Payments

We hope this letter finds you well.

We are sending you an “Announcement of Bank Account Automatic Transfer (written in Japanese)” for payment of academic fees and other payments for the academic year 2016 to Rikkyo University. For details, please read the “Points to Note Concerning Payment of Academic fees and other payments” described on the next page of this Notice.

As a rule, we mail the “Announcement of Bank Account Automatic Transfer” to guarantors. If you would like to change the receiver’s address, please go through the change procedure at a counter of the Accounting Office of the Finance Division, the Student Affairs Office of Niiza Campus Administration Division, or the Independent Graduate Schools Office. Furthermore, when there is a change in the address registered at the University on enrollment, you need to notify the staff at the Academic Affairs Office, the Academic Affairs Office of Niiza Campus Administration Division, or the Independent Graduate Schools Office.

In addition, regarding late payment procedure, please check the details on the other side. For other questions and inquiries about payment of academic fees and other payments, please contact the Accounting Office of the Finance Division.

【Date of Account Transfer】 Monday, November 7th, 2016

Points to Note Concerning Payment of Academic Fees and Other Payments

[Payment Method]

The amount written on the enclosed separate sheet (written in Japanese) will be automatically withdrawn on Monday, November 7th from the bank account at the financial institution you designated. If you find an error on information concerning the account transfer, please contact the Accounting Office of the Finance Division immediately. Also, please note that **you need to ensure funds are in your account by Friday, November 4th**, because the account transfer will be made before the start of business hours of November 7th.

[Points to Note Concerning Account Transfer]

- (1) The notice sent to you this time is prepared based on information registered at the University as of late July such as information on your designated bank account for account transfer (a change in address or account, etc.) and on enrollment status (leave of absence, withdrawal from school, etc.).
- (2) Please check the result of account transfer that will be written on your passbook or other statement.
- (3) We contract acceptance of tuition and fees and other payments to SMBC Finance Service Co., Ltd., so please note that letters of “SMBC (リツキョウダイ)” will be shown in the remarks column of your passbook and so on.
- (4) We will be notified of the results of account transfer by each financial institution on Friday, November 11th. For questions about account transfer results, please contact us after Friday, November 11th.
- (5) We cannot change contents of the scheduled account transfer such as bank accounts and the amount of withdrawal written on the enclosed “Notice of Account Transfer”. If you suddenly want to stop the account transfer, please contact your financial institution.
- (6) We may change information on the designated financial institutions including their names when notified by financial institutions of their merger or abolition as well as rationalization of their branches. For details, please contact your financial institution.
- (7) For students considering taking a leave of absence for the fall semester or withdrawing from the University:**
 - 1) In cases where a student submits a Leave of Absence Request or Withdrawing from the University Request by Wednesday, October 19th, we will cancel billing and stop account transfers scheduled to be made on the above date.
 - 2) In cases where a student submits a Leave of Absence Request or Withdrawing from the University Request on or after Thursday, October 20th, we may make account transfers based on this notice. When such Request by the student is permitted, leading to a change in the amount of tuition and fees, any excess payment will be returned later and the outstanding balance due to cancellation will be charged again.

[Late Payment]

If you are unable to make ready funds by the designated Date of Bank Account Automatic Transfer due to economic reasons, you need to fill in the University's prescribed form, Application for Late Payment of Academic Fees and Other Payments and submit it at a counter below or by mail (addressed to Accounting Office, Finance Division) Application must reach us **by Wednesday, October 19th without fail**. When an application submitted is approved, we can cancel the scheduled account transfer and extend the payment deadline for a certain period. Please note that failure to make full payment for the relevant academic year by the extended payment deadline **will result in dismissal** in accordance with the University Regulations.

- * Submit the Application for Late Payment of Academic Fees to: Accounting Office of Finance Division, Student Affairs Office of Niiza Campus Administration Division, or Independent Graduate Schools Office.
- * In case of late payment, tuition should be paid with a bank transfer form. After completion of the application procedures, we will hand the Permit and a bank transfer form with extended deadline. We only accept applications made by guarantors or students themselves.
- * Download the form of Application for Late Payment of Academic Fees and Other payments from our homepage below and fill it in.

● http://www.rikkyo.ac.jp/aboutus/profile/organization/finance_division/expenses/