

October 2016

Dear all,

3-34-1 Nishi-Ikebukuro, Toshima-ku, Tokyo Japan 171-8501
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 a bank transfer form for payment of tuition and other payments for the fall semester 2016 to Rikkyo University. Please check the payment method described on the next page of this notice and pays the designated amount (in cash only) into the University's bank account at a financial institution's counter (excluding Japan Post Bank and post offices). When making payment, **please be sure to use the enclosed bank transfer form.**

As a rule, we mail bank transfer forms for payment of tuition 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.

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, please check the detailed information on the next page of this notice concerning use of Internet banking services and automated teller machines (ATMs), late payment procedure. For other questions and inquiries about payment of academic fees, please contact the Accounting Office.

[For those who would like to change the payment method to bank account automatic transfer from the next payment for the spring semester of 2017]

Payment can also be made by bank account automatic transfer. Those who would like to change the paying method to bank account automatic transfer, please fill in the following with necessary information, tear the paper along the perforated line, and mail it to the Accounting Office of Finance Division **by October 31st**. On receiving, we will send necessary documents. The documents can also be handed over at the Accounting Office.

Perforated Line

3-34-1 Nishi-Ikebukuro, Toshima-ku, Tokyo Japan
171-8501

To: Accounting Office, Finance Division
Rikkyo University
(財務部経理課学費担当)

2016 / /

I would like to pay academic fees and other payments by bank account automatic transfer from the next payment. Please send documents required for the change of payment methods to the address on the right.

Student ID No.: _____

Student Name: _____

*Fill in the following address properly

Receiver's Address: 〒 _____

Receiver's Name:
(Student ID No: _____)

Points to Note Concerning Payment of Academic Fees and Other Payments

[Payment Method]

Please complete the payment **by the due date described at the upper left of the enclosed bank transfer form (Written in Japanese)**. When paying at a financial institution, you need to have personal identification documents (such as driver's license, a health insurance card, or passport.) As a rule, academic fees and other payments should be paid in two installments.

*For lifetime membership fee of the Rikkyo Alumni Association and fee for Liability Insurance for educational and research activities (for Law School students only), we will collect in a lump in the fall semester.

*For undergraduate students who are in the fourth year of enrollment, 50,000 yen of the lifetime membership fee of the Rikkyo Alumni Association is charged. A bank transfer form for the next spring semester will be mailed in early April. (For some students including those on a leave of absence, a bank transfer form with the deadline at the end of May (scheduled) will be sent in early May.)

Deadline for the spring semester Payment (scheduled): April 28th, 2017

[Use of Internet Banking Service and Automated Teller Machines (ATMs)]

As a rule, payment should be made with the bank transfer form sent to you. Nevertheless, if you would like to use Internet banking services or ATMs for payment, you should comply with the following points to note to complete the payment.

- (1) The bank transfer form sent by the University should be to hand to ensure that you enter the same amount of payment as the bank transfer form. (If the amount paid differs from the amount billed, we may not confirm your payment of academic fees.)
- (2) For remitter's name, you need to enter the **"10-digit alphanumeric characters starting with '8'" outlined by the red border** on the bank transfer form **and "the student's name"**. If there is an input mistake in the 10-digit characters or the student's name, we may not be able to identify your payment as academic fees, which can cause us to send a reminder for payment. Please be careful.
- (3) Please understand that you need to pay a money transfer fee or other bank charges when imposed.
- (4) We do not send a receipt after payment is confirmed. Therefore, please be sure to keep a detailed statement of the transaction issued by ATMs. (For Internet banking, on-screen information showing the transaction should be printed and kept on hand.)
- (5) Regarding how to use Internet banking or ATMs, please consult with your financial institution.

[Late Payment]

If you are unable to make ready funds by the due date due to economic reasons, application for late payment can be made. Please fill in the University's prescribed form, Application for Late Payment of academic fees and other payments and submit it **by the payment deadline** at a counter below or by mail (addressed to Accounting Office, Finance Division).

When an application submitted is approved, the payment deadline can be extended for a certain period. Please notice 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.

* 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 website below and fill it in.

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