

Payment by Bank
Transfer

May 2018

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

2018 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 academic fees and other payments for the academic year 2018 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 academic fees to guarantors. We exceptionally mail forms to student's own address if you are exchange students. Please apply for changing your billing address of tuition-related announcements on Rikkyo website SPIRIT (<https://spirit.rikkyo.ac.jp/fees/SitePages/index.aspx>) if you would like to change the billing address.

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 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, and transfer from outside of Japan. 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 fall semester of 2018] 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 come to the Accounting Office (Ikebukuro campus) and receive necessary documents. If you cannot come to the office, 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 May 31st**. On receiving, we will send necessary documents.

Perforated Line

*Fill in the following address properly

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)

2018 / /

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: _____

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 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 fall semester will be mailed in early September. (For some students including those on a leave of absence and those enrolled in September, a bank transfer form with the deadline at the end of October (scheduled) will be sent in early October.)

Deadline for the fall semester Payment (scheduled): September 28th

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

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.

[When making a payment transfer from overseas]

When making a payment transfer from overseas, the payment transfer form issued by the university cannot be used. Use the payment forms that are available at your bank, and transfer payment to the destination “Paying Bank” shown below in cash, in Japanese currency (JPY), by cable/wire transfer. **We ask that the cost of any and all remittance handling charges be covered by the senders. Please be sure to fill in 10-digit alphanumeric characters starting with ‘8’ outlined by the red border on the bank transfer form and the student's name.**

Paying Bank: MUFG Bank, Ltd. NISHIKEBUKURO BRANCH

Address: 1-22-8, NISHI-IKEBUKURO TOSHIMA-KU TOKYO JAPAN

Account Name: RIKKYO UNIVERSITY

Account No.: 170-4051495

Swift Code: BOTKJPJT

Paying Bank's Charges: Sender

[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 apply for Late Payment of academic fees and other payments **by May 23rd** on Rikkyo website SPIRIT (<https://spirit.rikkyo.ac.jp/fees/SitePages/index.aspx>). Please ask the Accounting Office if you cannot apply on the Internet.

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.