

Payment by
Bank Account Automatic Transfer

May 2018

Dear all,

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Incorporated Educational Institution, Rikkyo Educational Corporation
Accounting Office, Finance Division
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2018 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 2018 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. 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, regarding late payment procedure, please check the details on the next page. 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】 Tuesday, June 5th, 2018

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The amount written on the enclosed separate sheet (written in Japanese) will be automatically withdrawn on Tuesday, June 5th from the bank account at the financial institution you designated.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 Monday, June 4th**, because the account transfer will be made before the start of business hours of June 5th.

[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-April 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 academic fees and other payments to SMBC Finance Service Co., Ltd., so please note that letters of “SMBC (リツキヨウダイ)” 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 Monday, June 11th. For questions about account transfer results, please contact us after Monday, June 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 spring 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, May 23rd, 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, May 24th, 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 academic fees, any excess payment will be returned later and the outstanding balance will be charged again.

[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, we can cancel the scheduled bank account automatic transfer and extend the payment deadline 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.

In case of late payment, academic fees should be paid with a bank transfer form. After completion of the application procedures, we will e-mail you the Permit and mail a bank transfer form with extended deadline.

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