

November 2018

Dear all,

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

Rikkyo University

Accounting Office, Finance Division

Tel.: +81-3-3985-2237

2018 Rikkyo University Notice of Payment of Academic Fees (Reminder)

We hope this letter finds you well.

This is a reminder to notify you that the payment of academic fees and other payments (for the fall semester in the academic year 2018) is overdue and that we have not received payment from the student for whom you stand as a Guarantor. Enclosed is a bank transfer request form, and with the form **please promptly make payment** of the designated amount (in cash only) at a financial institution's counter (excluding Japan Post Bank and post offices). The enclosed bank transfer request form should be used to transfer money into the University's bank account. Please refer to the next page if you would like to use Internet banking services or ATMs for payment or to make a payment transfer from overseas.

If you have already made the payment, or if you have already applied for Late Payment of Academic Fees and Other payments, please disregard this reminder. Also, if you have any questions about payment of academic fees and other payments, please contact the staff in charge at the Accounting Office of the Finance Division.

Thank you for giving this matter your urgent attention.

【Notice】

- In the case of overdue payment, the academic fees and other payments can only be paid through a bank transfer even if you have chosen to pay by bank account automatic transfer.
- A bank transfer request form for the subsequent spring semester will be mailed around the May or June after the payment for this fall semester is confirmed. (For those who have chosen payment by bank account automatic transfer, from the subsequent spring semester, academic fees and other payments will be automatically deducted from their bank accounts.)

[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. NISHIIKEBUKURO 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