

October 2023

Dear all,

3-34-1 Nishi-Ikebukuro, Toshima-ku, Tokyo Japan 171-8501  
Rikkyo Educational Corporation  
Accounting Office, Finance Division

## 2023 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 2023 to Rikkyo University. Please check the payment method described on the next page of this notice and pay the designated amount 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.**

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 Accounting Office, Finance Division.

### **[Payment Deadline] Monday, November 6th, 2023**

- 1) We have enclosed a bank transfer form for those who have just returned to school in the fall semester after a leave of absence in the spring semester, those who will continue to take a leave of absence in the fall semester, those who will take a leave of absence only in the fall semester, and those who are September enrollment students.
- 2) If the student returns to school in the fall semester, the annual academic fees will be for the spring semester (60,000 yen + 1/2 of other fees) and for the fall semester (1/2 of annual tuition and other fees), and the difference from the amount paid for the relevant academic year will be collected.
  - \* Other fees are collected regardless of whether or not the student takes a leave of absence. <Research membership fee, Rikkyo Student Mutual-Aid Health Insurance Union fee, Lifetime membership fee of the Rikkyo Alumni Association>
  - \* The experiment and practical training fee is charged in the amount determined for the semester in which the student is enrolled.
  - \* The Lifetime membership fee of the Rikkyo Alumni Association is collected in the spring semester of the fourth year of enrollment. For students enrolled in September, it will be collected in the fall semester of the fourth year of enrollment (undergraduate students only).
- 3) If the student continues to take a leave of absence for the fall semester, the annual semester enrollment fee will be 120,000 yen and other fees, and the difference from the amount paid for the relevant academic year will be collected.
- 4) In the case of a leave of absence starting in the fall semester, the annual academic fees will be for the spring semester (1/2 of the annual academic fees and other payments) and the fall semester (60,000 yen semester enrollment fee + 1/2 of other payments), and the difference from the amount paid for the relevant academic year will be collected.
  - \* The experiment and practical training fee is charged in the amount determined for the semester in which the student is enrolled.
- 5) 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. If you wish to change the address to which your tuition information is sent, please complete the change procedure on the SPIRIT (<http://s.rikkyo.ac.jp/fees>) If you wish to change the address of the guarantor registered with the university, please contact the Academic Affairs Office of Ikebukuro Campus, Independent Graduate Schools Office, or Academic Affairs Office of Niiza Campus.

⇒Please be sure to check the back side as well.

## Points to Note Concerning Payment of Academic Fees and Other Payments

### **[Payment Method]**

Please transfer the amount indicated on the transfer form **by Monday, November 6th**. In principle, please use the enclosed bank transfer form when making the transfer. When transferring money at financial institutions, please have your identification documents (driver's license, health insurance card, passport, etc.) ready.

### **[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]**

If you would like to pay academic fees and other payments from overseas, please refer to " When paying enrollment procedure fees, academic fees and other fees from overseas " on the portal site SPIRIT (<http://s.rikkyo.ac.jp/payment>).

Please note that it will take some time to arrive at Rikkyo University after the remittance procedure has been completed. Please make sure that the payment is received by Rikkyo University **by Monday, November 6th**.

### **[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 Friday, October 20th** on Rikkyo website SPIRIT (<http://s.rikkyo.ac.jp/fees>). Please ask Accounting Office if you cannot apply on the Internet.

When an application submitted is approved, the payment deadline can be extended for Friday, December 8th. 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.

### **[For those who would like to change the payment method to bank account automatic transfer from the next payment for the spring semester of 2024]**

Payment can also be made by bank account automatic transfer. If you would like to change the payment method to bank account automatic transfer, please apply by a certain date using the dedicated form (<https://srv4.asp-bridge.net/rikkyo/login/>). If you have difficulty filling out this form, we also accept requests by phone.

<For Inquiries>

Accounting Office, Finance Division, Rikkyo University  
TEL: +81-3-3985-2237

Information about academic fees and frequently asked questions are listed here.  
Please visit the following URL or click the QR code on the right.  
<http://s.rikkyo.ac.jp/feesfaq>

