

Dear all,

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

2023 Rikkyo University Notice of Payment of Academic Fees (Reminder)

We hope this letter finds you well.

Regarding Rikkyo University academic fees and other payments for the academic year 2023, the deadline for payment has passed, but payment has not yet been made. Therefore, we have enclosed a form for transferring academic fees and other payments, and **please transfer the prescribed amount at the counter of a financial institution (post office and Japan Post Bank are not available) as soon as possible. Please be sure to use the enclosed bank transfer form when paying by bank transfer.** For details on Internet banking, ATM usage, and overseas remittance, please refer to the back of this document.

If you have already paid your academic fees and other payments, we apologize for the inconvenience. Also, if you have any questions about the payment of academic fees and other payments, please contact the Accounting Office, Finance Division.

[Payment deadline] Friday, December 8th

[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.
- If you do not pay your academic fees and other payments for the academic year, you may be dismissed according to the University Regulation. Please be careful.
- In principle, 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 academic fees and other payments 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 Friday, December 8th**. 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.

- 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.)
- 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.
- Please understand that you need to pay a money transfer fee or other bank charges when imposed.
- 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.)
- 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 Friday, December 8th**.

<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>

