

September 2023

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

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 fall semester 2023 academic year at 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 the Accounting Office.

[Payment Deadline] Thursday, October 5th, 2023

*The amount shown on the bank transfer form is the amount of this payment.

A breakdown of the amounts can be checked at <https://english.rikkyo.ac.jp/admission/fees.html>. (depending on course enrollment, application of reductions, etc.; amounts may differ from those in the list of academic fees and other payments listed at the URL above.)

*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 the Independent Graduate Schools students or students enrolled via Entrance Exam for International Students (admission by written exam and interview, or document screening). If you want to change the mailing address, please apply for The Application for changing your billing address on Rikkyo website SPIRIT (<http://s.rikkyo.ac.jp/fees>). 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 (Ikebukuro Campus), the Independent Graduate Schools Office, or the Academic Affairs Office (Niiza Campus).

⇒Please be sure to check the next page as well.

Points to Note Concerning Payment of Academic Fees and Other Payments

[Payment Method]

Please complete the payment **by Thursday, October 5th**. 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.
- (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 Thursday, October 5th**.

[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 The Application for Late Payment of Academic fees and Other payments **by Friday, September 15th** on Rikkyo website SPIRIT (<http://s.rikkyo.ac.jp/fees>). After approval of the application for late payment, a certificate of permission for late payment in pdf file will be sent to the email address of the applicant and the student. Please ask the Accounting Office if you cannot apply on the Internet.

When the submitted application 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 2024 spring semester]

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.