

Payment by
Bank Account Automatic Transfer

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 an “Announcement of Bank Account Automatic Transfer (written in Japanese)” for the fall semester 2023 academic year at 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.

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] 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]

The amount written on the enclosed separate sheet (written in Japanese) will be automatically withdrawn on **Thursday, October 5th** from the bank account at the financial institution you designated.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 Finance Division immediately. Also, please note that **you need to ensure funds are in your account by Wednesday, October 4th**, because the account transfer will be made before the start of business hours of October 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 the end of July such as information on your designated bank account for account transfer (account change, 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 (リツキョウダイ)” 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 Thursday, October 12th. For questions about account transfer results, please contact us after Thursday, October 12th.
- (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 fall semester or withdrawing from the University:**
 - 1) If the leave of absence request or withdrawal from school request is submitted by Friday, September 15th, the scheduled billing will be canceled and account transfers will be suspended on the above date. After approval of the leave of absence, we will mail you a bank transfer form with the revised amount to be paid at the time of the leave of absence.
 - 2) If the leave of absence request is submitted on or after Saturday, September 16th, we may make account transfer based on this notice. When the request is permitted, leading to a change in the amount of academic fees, the excess amount will be refunded at a later date, and the unpaid amount will be charged at a later date. Please be aware of this in advance.
 - 3) If the withdrawal from school request is submitted on or after Saturday, September 16th, we may make account transfer based on this notice. When the request is permitted, leading to a change in the amount of academic fees, the excess amount will be refunded at a later date. Please understand this in advance.

[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>). Please ask the Accounting Office if you cannot apply on the Internet.

When the submitted application is approved, we can cancel the scheduled bank account automatic transfer and extend the payment deadline until **Friday, December 8th**. In case of late payment, academic fees should be paid with a bank transfer form. 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, and a bank transfer form with an extended deadline will be mailed at a later date. 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 Inquiries : Accounting Office, Finance Division,
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