

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 an “Announcement of Bank Account Automatic Transfer (written in Japanese)” for payment of academic fees and other payments for the academic year 2023 to 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 Accounting Office, Finance Division.

[Date of Account Transfer] 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]

The amount written on the enclosed separate sheet (written in Japanese) will be automatically withdrawn on **Monday, November 6th** from the bank account at the financial institution you designated. If you find an error on information concerning the account transfer, please contact Accounting Office of Finance Division immediately. Also, please note that **you need to ensure funds are in your account by Thursday, November 2nd**, because the account transfer will be made before the start of business hours of November 6th.

[Points to Note Concerning Account Transfer]

- (1) The notice sent to you this time is prepared based on the information registered at the University such as information on your designated bank account for account transfer (a change in address or account, etc.) from late July and on enrollment status (leave of absence, withdrawal from school, etc.) from late September.
- (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 (リツキヨウダイ)” 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 Friday, November 10th. For questions about account transfer results, please contact us after Friday, November 10th.
- (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) In cases where a student submits a Leave of Absence Request or Withdrawing from the University Request by **Friday, October 20th**, we will cancel billing and stop account transfers scheduled to be made on the above date.
 - 2) In cases where a student submits a Leave of Absence Request on or after **Saturday, October 21st**, we may make account transfers based on this notice. When such Request by the student is permitted, leading to a change in the amount of academic fees, any excess payment will be returned later or the outstanding balance will be charged again.
 - 3) In cases where a student submits a Withdrawing from the University Request on or after **Saturday, October 21st**, we may make account transfers based on this notice. When such Request by the student is permitted, leading to a change in the amount of academic fees, any excess payment will be returned later.

[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 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>

