

I. Leave of Absence System

1 Outline of the leave of absence system

Period of application for leave of absence	Spring semester leave of absence: February 1, 2024 to May 31, 2024 ^{※3} Fall semester leave of absence: August 1, 2024 to December 3, 2024 ^{※3}
Procedure for re-enrollment	No procedure is required as students will be automatically re-enrolled.
Timing of re-enrollment	Spring semester leave of absence: September 20, 2024 Fall semester leave of absence: April 1, 2025
Academic year at re-enrollment	Regardless of whether students take a leave of absence or not, the academic year will progress on April 1. ^{※4}
Maximum number of times a student may use the leave of absence system	Undergraduate student: 8 Graduate student in Master's Program: 4 Graduate student in Doctoral Program: 6

- Rikkyo divides the school year into two semesters: the spring semester from April 1 to September 19 and the fall semester from September 20 to March 31 of the following year.
- Academic year for April enrollees begins in the spring semester and continues into the subsequent fall semester. For September enrollees it begins in the fall semester and continues into the subsequent spring semester. However, if students enroll in the NEXUS program (excluding students in the College of Intercultural Communication), the student's first year will begin in the fall semester following their enrollment and include the following spring and fall semesters, and from their second year the academic year will begin with the next spring semester.
- The periods above are for the 2024 academic year. Please note that the leave of absence schedule changes every academic year. In principle, the deadline for requesting a leave of absence is two months before the last day of the spring semester final examinations for the spring semester, and two months before the last day of the fall semester and final examinations for the fall semester.
- For September enrollees, regardless of whether students take a leave of absence or not, the academic year will progress on September 20. However, if students enroll in the NEXUS program (excluding students in the College of Intercultural Communication), the academic year will progress on April 1 at the beginning of the spring semester which is the fourth semester of the student, regardless of any leave of absence. In and after the student's second year, regardless of whether students take a leave of absence or not, the academic year will progress on April 1.

For more information about the leave of absence system, contact the following office.
Ikebukuro Campus: Academic Affairs Office, Independent Graduate Schools Office
Niiza Campus: Academic Affairs Office

II. Handling of Academic Fees

For students taking a leave of absence or withdrawing from school, academic fees are handled as follows:

1. Academic fees for students taking a leave of absence

If students submit a leave of absence request and receives permission to take a leave of absence, they will be exempt from academic fees (tuition, experiment and practical training fees) excluding the semester enrollment fee for the duration of their leave of absence. Semester enrollment fees are normally included in tuition which is a part of the academic fees paid by the student. Semester enrollment fees are collected even when students take a leave of absence.

(1) Semester enrollment fee

All students are charged a semester enrollment fee as the cost of the certification, management and administration of their enrollment in the program they are enrolled in. Semester enrollment fee during leaves of absence are 120,000 yen a year (60,000 yen for each semester), and they are charged per semester during a student's leave of absence.

(2) Handling of academic fees during a leave of absence

(i) April enrollees

Period of application for leave of absence	Status of enrollment		Academic fees		
	Spring semester	Fall semester	Spring semester	Fall semester	Total for the school year
Spring semester leave of absence: From February 1, 2024 to May 31, 2024	Leave of absence	Enrolled	Semester enrollment fee (60,000 yen)	One half of the academic fees (including the semester enrollment fee) See Note 1.	A half of academic fees (including semester enrollment fee) See Note 1. + Semester enrollment fee (60,000 yen)
Fall semester leave of absence: From August 1, 2024 to December 3, 2024	Enrolled	Leave of absence	One half of the academic fees (including the semester enrollment fee) See Note 1.	Semester enrollment fee (60,000 yen)	
Leave of absence for both spring and fall semester: See Note 2.	Leave of absence	Leave of absence	Semester enrollment fee (60,000 yen)	Semester enrollment fee (60,000 yen)	Semester enrollment fee (120,000 yen)

Note 1. One half of academic fees (including semester enrollment fees): Half of the prescribed academic fees to be paid during the academic year (for experiment and practical training fees, the amount specified for semesters corresponding to enrollment)

Note 2. If a student applies to take a leave of absence lasting multiple semesters, they should submit a leave of absence request within each leave of absence application period for each semester they will take a leave of absence. If they do not submit a leave of absence request, they will be automatically re-enrolled.

(ii) September enrollees (other than NEXUS program students (excluding students in the College of Intercultural Communication))

Period of application for leave of absence	Status of enrollment		Academic fees		
	Fall semester	Spring semester	Fall semester	Spring semester	Total for the school year
Fall semester leave of absence: From August 1, 2024 to December 3, 2024	Leave of absence	Enrolled	Semester enrollment fee (60,000 yen)	One half of the academic fees (including the semester enrollment fee) See Note 1.	One half of the academic fees (including semester enrollment fee) See Note 1.
Spring semester leave of absence: From early February 2025 to late May 2025 See Note 2.	Enrolled	Leave of absence	One half of the academic fees (including the semester enrollment fee) See Note 1.	Semester enrollment fee (60,000 yen)	+ Semester enrollment fee (60,000 yen)
Leave of absence for both fall and spring semester: See Note 3.	Leave of absence	Leave of absence	Semester enrollment fee (60,000 yen)	Semester enrollment fee (60,000 yen)	Semester enrollment fee (120,000 yen)

Note 1. Half of the academic fees (including semester enrollment fees): one half of the prescribed academic fees to be paid during the school year (for experiment and practical training fees, the amount specified for the semesters the student is enrolled)

Note 2. For more information about the schedule, see your college/ graduate school's R Guide for the 2025 academic year.

Note 3. If a student applies to take a leave of absence lasting multiple semesters, they should submit a leave of absence request within each leave of absence application period for each semester they will take a leave of absence. If they do not submit a leave of absence request, they will be automatically re-enrolled.

(iii) September enrollees (in their first year of a NEXUS program (excluding students in the College of Intercultural Communication))

See Note 1.

Period of application for leave of absence	Status of enrollment			Academic fees		
	First semester (fall)	Second semester (spring)	Third semester (fall)	First semester (fall)	Second semester (spring)	Third semester (fall)
① Leave of absence during their first semester (fall semester): From September 20, 2024 to December 3, 2024	Leave of absence	Enrolled	Enrolled	Semester enrollment fee (60,000 yen)	Academic fees for the second semester in the first year (including semester enrollment fee)	Academic fees for the third semester in the first year (including semester enrollment fee)
② Spring semester leave of absence during the student's second semester: From early February 2025 to late May 2025 See Note 2.	Enrolled	Leave of absence	Enrolled	Academic fees for the first semester in the first year (including semester enrollment fee)	Semester enrollment fee	Academic fees for the third semester in the first year (including semester enrollment fee)
③ Fall semester leave of absence during the student's third semester: From early August 2025 to early December 2025 See Note 2.	Enrolled	Enrolled	Leave of absence	Academic fees for the first semester in the first year (including semester enrollment fee)	Academic fees for the second semester in the first year (including semester enrollment fee)	Semester enrollment fee
④ Fall semester leave of absence during the student's first semester and Fall semester leave of absence during the student's third semester: Period of ① and ③ above See Notes 2 and 3.	Leave of absence	Enrolled	Leave of absence	Semester enrollment fee (60,000 yen)	Academic fees for the second semester in the first year (including semester enrollment fee)	Semester enrollment fee
⑤ Fall semester leave of absence during the student's first semester and Spring semester leave of absence during the student's second semester: Period of ① and ② above See Notes 2 and 3.	Leave of absence	Leave of absence	Enrolled	Semester enrollment fee (60,000 yen)	Semester enrollment fee	Academic fees for the third semester in the first year (including semester enrollment fee)

⑥ Spring semester leave of absence during the student's second semester and Fall semester leave of absence during the student's third semester: Period of ② and ③ above See Notes 2 and 3.	Enrolled	Leave of absence	Leave of absence	Academic fees for the first semester in the first year (including semester enrollment fee)	Semester enrollment fee	Semester enrollment fee
⑦ Leave of absence during all semesters of the student's first year: Period of ①, ② and ③ above See Notes 2 and 3.	Leave of absence	Leave of absence	Leave of absence	Semester enrollment fee (60,000 yen)	Semester enrollment fee	Semester enrollment fee

Note 1. Students enrolled in the NEXUS program (excluding students in the College of Intercultural Communication) will be handled similarly to (i) April enrollees in and after their second year.

Note 2. For more information about the schedule, see your college's R Guide for the 2025 academic year.

Note 3. If a student applies to take a leave of absence lasting multiple semesters, they should submit a leave of absence request within each leave of absence application period for each semester they will take a leave of absence. If they do not submit a leave of absence request, they will be automatically re-enrolled.

(3) Collection of other payments

Other payments must be paid as follows, regardless of whether or not a leave of absence is approved.

- Research membership fee (excluding first year of undergraduate student and graduate student), Rikkyo Student Mutual-Aid Health Insurance Union fee

These fees will be collected in both the spring semester and the fall semester.

- Lifetime membership fee of the Rikkyo Alumni Association (only undergraduate students)

For April enrollees, this fee will be collected in the spring semester of the student's fourth year of enrollment. For September enrollees, the fee will be collected in the fall semester of their fourth year of enrollment.

However, the fee will be collected from students enrolled in the NEXUS program (excluding students in the College of Intercultural Communication) in the spring semester of their fourth year.

2. Academic fees for students withdrawing from school

If students apply to withdraw from school and receives permission to withdraw, they are required to pay the academic fees necessary for the semester they are withdrawing.

(1) Handling of academic fees when withdrawing from school

(i) April enrollees

Submission deadline	Academic fees		
	Spring semester	Fall semester	Total for the academic year
① From April 1, 2024, to May 31, 2024 See Note 2.	Exempt (in and after the second year of enrollment)	Exempt	Exempt See Note 3.
② From June 1, 2024 to December 3, 2024	One half of the academic fees (including semester enrollment fee) See Note 1.	Exempt	One half of the academic fees (including semester enrollment fee) See Note 1.
③ From December 4, 2024 to March 31, 2025	One half of the academic fees (including semester enrollment fee) See Note 1.	One half of the academic fees (including semester enrollment fee) See Note 1.	Not exempt

Note 1. Half of academic fees (including semester enrollment fees): One half of the prescribed academic fees to be paid during the school year (for experiment and practical training fees, the amount specified for the semesters the student was to be enrolled in)

Note 2. If students in and after their second year of enrollment submit their application to withdraw from school by the deadline, they will be exempt from the academic fees for the semester.

Note 3. Students in and after their second year of enrollment will be exempt from all academic fees excluding Rikkyo Student Mutual-Aid Health Insurance Union fees.

(ii) September enrollees (other than NEXUS program students (excluding students in the College of Intercultural Communication))

Submission deadline	Academic fees		
	Fall semester	Spring semester	Total for the school year
④ From September 20, 2024 to December 3, 2024 See Note 2.	Exempt (in and after the second year of enrollment)	Exempt	Exempt See Note 3.
⑤ From December 4, 2024 to late May 2025 See Note 4.	One half of the academic fees (including semester enrollment fee) See Note 1.	Exempt	One half of the academic fees (including the semester enrollment fee) See Note 1.
⑥ From early June 2025 to middle September 2025 See Note 4.	One half of the academic fees (including semester enrollment fee) See Note 1.	One half of the academic fees (including semester enrollment fee) See Note 1.	Not exempt

Note 1. Half of academic fees (including semester enrollment fees): One half of the prescribed academic fees to be paid during the academic year (for experiment and practical training fees, the amount specified for the semesters the student was to be enrolled in)

Note 2. If students in and after their second year of enrollment submit their application to withdraw from school by the deadline, they will be exempt from the academic fees for the semester.

Note 3. Students in and after their second year of enrollment or will be exempt from all academic fees excluding Rikkyo Student Mutual-Aid Health Insurance Union fees.

Note 4. For more information about the schedule, see your college/ graduate school's R Guide for the 2025 academic year.

(iii) Students in the first year of the NEXUS program (excluding students in the College of Intercultural Communication)

See Note 1.

Submission deadline	Academic fees			
	First semester (fall)	Second semester (spring)	Third semester (fall)	Total for the school year
⑦ From September 20, 2024 to late May 2025 See Note 2.	Academic fees for the first semester of the student's first year (including semester enrollment fee)	Exempt	Exempt	The prescribed academic fees to be paid in the fall semester that is the first semester of the student's first year (including semester enrollment fee)
⑧ From early June 2025 to early December 2025 See Note 2.	Academic fees for the first semester of the student's first year (including semester enrollment fee)	Academic fees for the second semester in the first year (including semester enrollment fee)	Exempt	The prescribed academic fees to be paid in the fall semester and the spring semester that are the first and second semester of the student's first year, respectively. (including semester enrollment fee)
⑨ From early December, 2025 to March 31, 2026 See Note 2.	Academic fees for the first semester of the student's first year (including semester enrollment fee)	Academic fees for the second semester in the first year (including semester enrollment fee)	Academic fees for the third semester in the first year (including semester enrollment fee)	Not exempt

Note 1. Students enrolled in the NEXUS program (excluding students in the College of Intercultural Communication) will be handled similarly to (i) April enrollees in and after their second year.

Note 2. For more information about the schedule, see your college's R Guide for the 2025 academic year.

(2) Collection of other payments

Other payments must be paid as follows, regardless of whether or not permission to withdraw from school is approved.

(i) April enrollees

■ Research membership fee (excluding first year of undergraduate student and graduate student)

In case of ① in the above table: Exempt

In case of ② in the above table: The fees will be collected in the spring semester.

In case of ③ in the above table: The fees will be collected in the spring semester and the fall semester.

■ Rikkyo Student Mutual-Aid Health Insurance Union fee

In case of ① and ② in the above table: The fees will be collected in the spring semester.

In case of ③ in the above table: The fees will be collected in the spring semester and the fall semester.

(ii) September enrollees (excluding students enrolled in the NEXUS program (excluding students in the College of Intercultural Communication))

■ Research membership fee (excluding first year of undergraduate student and graduate student)

In case of ④ in the above table: Exempt

In case of ⑤ in the above table: The fees will be collected in the fall semester.

In case of ⑥ in the above table: The fees will be collected in the fall semester and the spring semester.

■ Rikkyo Student Mutual-Aid Health Insurance Union fee

In case of ④ and ⑤ in the above table: The fees will be collected in the fall semester.

In case of ⑥ in the above table: The fees will be collected in the fall semester and the spring semester.

(iii) Students in the first year of the NEXUS program (excluding students in the College of Intercultural Communication)

■ Rikkyo Student Mutual-Aid Health Insurance Union fee

In case of ⑦ in the above table: The fees for the fall semester that is the first semester of the student's first year will be collected.

In case of ⑧ in the above table: The fees will be collected in the fall semester and the spring semester that are the first and second semesters of the student's first year, respectively.

In case of ⑨ in the above table: The fees will be collected in the fall semester that is the first semester, the spring semester that is the second semester, and the fall semester that is the third semester of the student's first year.

***For more information about academic fees, contact the Accounting Office, Finance Division at the Ikebukuro Campus : < rikkyo-gakuhi@rikkyo.ac.jp >**