



# Notice

October, 2015

## To students paying tuition fees by direct debit

### Date for payment

The payment date for tuition fees for the second semester of the 2015 academic year is **November 27 (Fri.)** . Don't forget to credit your account with the corresponding amount.

### To applicants for the tuition fee exemption

If you receive an exemption for half the amount or do not get an exemption, the payment due date is **December 29 (Tue.)** . After you receive the notice, please credit your account with the corresponding amount immediately.

### Leave of absence or withdrawal from the university

If you take a leave of absence or withdraw from the university, please submit the request for leave of absence or withdrawal to the relevant department office (as below) by the deadline.

**Note : Unless you submit the request for leave of absence or withdrawal by the deadline, the tuition fee will be debited from your account.**

In principle, we cannot refund any debited tuition fee.

### Receipt issuance

If you need a receipt for tuition fee payment, please contact the relevant department office. In which case, please note that a receipt will be issued after **December 7 (Mon.)** .