



# Notice

October, 2018

To students paying tuition fees by direct debit  
< For students other than those enrolling in September 2018 >

## Date for payment

The payment date for tuition fees for the second payment term (October - March of the 2018 academic year) is **November 27 (Tue)**. Please remember to credit your account with the corresponding amount **by November 26 (Mon)**. For reference, the amount of tuition fee is as follows.

- |   |               |
|---|---------------|
| • Undergraduate students  | ¥2 6 7, 9 0 0 |
| • Graduate students (Master's & Professional Master's programs) | ¥2 6 7, 9 0 0 |
| • Graduate students (Ph.D. programs)                            | ¥2 6 0, 4 0 0 |
| • School of Law students  | ¥4 0 2, 0 0 0 |

## To students who have applied for tuition fee exemption

Students who have been awarded exemption for half the value of the tuition fees or have been declined exemption will be notified of the date for payment through our website, the UTokyo Academic affairs System (UTAS) or bulletin boards. Please make sure to credit your accounts with the corresponding amount by this date.

※Notification is expected to be around early December, but is subject to change.

## 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 : Please be aware that 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.

## Issuing of Receipts

A record of the withdrawal of tuition fees will be made on the bank book of your designated account, but should you require a receipt from the university please apply for one online via UTAS. Please note that receipts will only be issued after **December 5 (Wed)**.

Graduate school of Arts and Sciences Finance Division (Administration Bldg. 2F)