

Notice

October, 2013

To students paying tuition fees by direct debit

Date for payment

The payment date for tuition fees for the second semester of the 2013 academic year is **November 27 (Wed.)**. Don't forget to credit your account with the corresponding amount. For reference, the amount of tuition fee is as below.

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|---|----------------|
| • 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 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 27 (Fri.)**. 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 5 (Thurs.)**.

Faculty/Graduate school of _____ Office (ext. _____)