

Ritsumeikan Asia Pacific University Regulations for Payment of Tuition and Fees

Section 1 Purpose

(Purpose)

Article 1

- 1 These regulations stipulate the necessary matters pertaining to the application fees, tuition, and any other student fees, in accordance with Article 51, Paragraph 3 of the Ritsumeikan Asia Pacific University University Regulations (hereinafter, "University Regulations").

Section 2 Amounts to be Remitted

(Application fees)

Article 2

- 1 The application fees at the University is stipulated in Table 1.

(IMAT Program Fee)

Article 2-2

- 1 Students registered for the double degree program with the University of Applied Sciences, Trier must pay IMAT Program fees stipulated in Table 2.

(Practicum fee)

Article 2-3

- 1 Students who take specific subjects that entail practical training must pay the practicum fee stipulated in the respective guidelines.

(Dissertation Examination Fee)

Article 3

- 1 Students applying for doctoral degree conferral must pay degree screening fees stipulated in Table 3.; however, this shall not apply to applicants enrolled in the University's doctoral program.

(Credit Transfer Fee)

Article 4

- 1 Students requesting recognition of credits in the ninth semester or higher must pay credit authorization fees stipulated in Table 4.

(Make-up Examination Fee)

Article 5

- 1 Students who request a make-up examination must pay make-up examination fees stipulated in Table 5.

(Matriculation Fee)

Article 6

- 1 The matriculation fee stipulated in Article 24, Paragraphs 2 and 8 of the University Regulations is stipulated in Table 5.

(Non-Regular Student Screening Fees, Registration Fees, Auditor Fees, Non-Degree Student Fees, Post-Master's Research Student Fees, and Doctoral Research Fellow Fees)

Article 7

1. The screening and registration fees for auditors, non-degree students, special auditors, post-master research students and doctoral research fellows and the auditor fees, non-degree student fees, special auditors fees, post-master's research student fees and doctoral research fellow fees are stipulated in Table 6.

(Handling Fees)

Article 8

1. Leave of absence application/adjudication fees, readmission application/adjudication fees, application fee for transferring within the University, student ID card reissuance fee, and visa renewal application fee are stipulated in Table 7.

(Certificate Issuance Fees)

Article 9

- 1 Certificate issuance fees are stipulated in Table 8.

Section 3 Due Dates and Payment Methods

(Due Date for the Entrance Examination Fee)

Article 10

- 1 The due date for the entrance examination fee shall be stipulated in the entrance examination guidelines.

(Due Date for the Admission Fee)

Article 11

- 1 The due date for the admission fee shall be stipulated in either the admissions handbook or the invoice for admission processing fees.
- 2 Notwithstanding the preceding paragraph, the due date for the admission fee in the case of readmission shall be the day before the date of readmission.

(Due Date and Payment Method for Tuition)

Article 12

- 1 The due dates for tuition for currently enrolled students each semester shall be the dates stipulated in the following items:

- (1) Spring semester: June 30;
 - (2) Fall semester: December 25.
- 2 Notwithstanding the preceding paragraph, the due dates for first semester tuition for persons entering the undergraduate schools shall be those stipulated in the following Items:
 - (1) Tuition A: The date stipulated in either the admissions handbook or the invoice for admission processing fees;
 - (2) Tuition B: The date stipulated in the preceding paragraph.
 - 3 Notwithstanding Paragraph 1, the due dates for first semester tuition for persons entering the graduate school shall be those stipulated in the following Items:
 - (1) Half of tuition: The date stipulated in either the admissions handbook or the invoice for admission processing fees;
 - (2) Half of tuition: The date stipulated in the preceding paragraph.
 - 4 Notwithstanding the preceding three paragraphs, the tuition due date for the first semester for students to whom all of the following apply shall be the date stipulated in either the admissions handbook or the invoice for admission processing fees, and the amount due shall be the tuition for the first year after enrollment; however, this shall not apply to persons advancing to a college or graduate school of the University from a college or graduate school of the University or of Ritsumeikan University.
 - (1) Persons who have obtained or are scheduled to obtain the status of residence of 'Student' stipulated in the Immigration Control and Refugee Recognition Act and who have not received a scholarship stipulated by the Student Affairs Committee;
 - (2) Persons possessing the nationality of a country designated by the Student Affairs Committee.

(Due Dates)

Article 13

- 1 Regarding the due dates in Articles 10 through 12, payment will be considered received on the date upon which the remittance of funds was confirmed; however, payment will not be considered received if the remittance of funds cannot be confirmed by the due date.
- 2 If the due date falls on a financial institution holiday, then the due date shall be the following working day.

(Due Date for the IMAT Program Fee)

Article 14

- 1 The due date for the IMAT program fee shall be the date stipulated in the cooperative agreement.

(Due Dates for Screening Fees, Auditor Fees, non-degree Student Fees, Post-Master's Research Student Fees, and Doctoral Research Fellow Fees)

Article 15

- 1 The due dates for the screening fees for auditors, non-degree students, special auditors, post-master's research students, and doctoral research fellows shall be the designated dates.

- 2 The due date for registration fees, non-degree student fees, auditor fees, post-master's research student fees and doctoral research fellow fees for persons approved as auditors, non-degree students, special auditors, post-master's research students and doctoral research fellows shall be the designated date.

Section 4 Special Provisions for Payments

(Allocation of Tuition and Refunds)

Article 16

- 1 If more than the stipulated amount of tuition is remitted, that portion shall be allocated to the tuition for subsequent semesters. However, the excess portion may be refunded if the Dean of Student Affairs determines this is not necessary.

(Special Provisions for Admission Fee and Tuition Fee Due Dates and Amounts)

Article 17

- 1 If the tuition payer is an organization recognized by the President, upon discussion the President can change the admission fee and semester tuition due dates.
- 2 Notwithstanding Paragraph 3 and Paragraph 4 of Articles 45 of the University Regulations and Paragraph 12 of these Regulations, if the tuition payer is an organization recognized by the President, the President can change the admission fee amounts and the semester tuition amounts and due dates insofar as the total amount due during the standard period of enrollment does not change.

(Deferred Payment)

Article 18

- 1 Notwithstanding Article 12, Paragraph 1, Paragraph 2, Item 2 and Paragraph 3, Item 2, if the President deems that circumstances have arisen making it difficult for a student to continue his or her studies for economic reasons, tuition due dates may be deferred until the following dates:
 - (1) Spring semester: July 31;
 - (2) Fall semester: January 31.
- 2 In the event the deferred due date falls on a banking institution holiday, the due date cannot be changed.
- 3 Tuition payments made according to Paragraph 1 must be confirmed according to Article 13, Paragraph 1.

(Tuition Exemptions and Reductions)

Article 19

- 1 As stipulated in Article 51, Paragraph 2 of the University Regulations, tuition may be exempted or reduced in accordance with the Ritsumeikan Asia Pacific University Regulations for International Student Tuition Reductions, the Ritsumeikan Asia Pacific University Regulations for Domestic

Students Financial Aid Tuition Reduction, and the Ritsumeikan Asia Pacific University Detailed Regulations for Domestic Graduate Student Tuition Reduction Plan.

(Tuition Exemptions during Leave of Absence)

Article 20

1 Students shall be exempted from paying tuition during leaves of absence.

(Entrance Examination Fee, Admission Fee, and Tuition Exemptions and Reductions)

Article 21

1 The entrance examination fee, admissions fee, and tuition amounts and payment methods for students who enter or transfer to the University for a degree-granting program offered in accordance with a cooperative agreement with another university etc. shall be as stipulated in said agreement.

(Exemption of Payment of Entrance Examination Fees)

Article 21-2

1 In case that any of the following Items is applicable, the relevant students shall be exempt from payment of entrance examination fees.

- (1) When students enter the Doctoral Program immediately following completion of Maser's Programs of the Graduate Schools
- (2) When the information to the effect that foreign students who are entitled to the Japanese Government (MEXT) Scholarship are exempt from payment of entrance examination fees (which are to be paid by the relevant university) due to application requirements issued by MEXT is expressly set forth

(Admission Fee Exemptions)

Article 22

1 The students stipulated below shall be exempted from paying the admission fee:

- (1) Students who enroll in the graduate school of the University having graduated from any undergraduate college of the University or Ritsumeikan University;
- (2) Students who enroll in the graduate school of the University as a continuation from any undergraduate college of the University or Ritsumeikan University;
- (3) Students who enroll in the graduate school after completing a graduate program at the University or Ritsumeikan University or who, having met the enrollment requirements set forth in the University Regulations, exceeded the standard period of enrollment in a doctoral program and withdrew without obtaining a doctoral degree;
- (4) Students deemed eligible for an admission fee exemption pursuant to the Japanese Government Scholarship Student System.

(Student Identification Card Reissuance Fee Exemptions)

Article 23

1 Students reissuing a student identification card due to a name change shall be exempted from paying the student identification card reissuance fee.

(Dissertation Examination Fee Reductions)

Article 24

1 Students stipulated in the following items shall have the dissertation examination fees stipulated in each item exempted or reduced.

- (1) Persons who remained enrolled in the doctoral program for the prescribed number of years and withdrew after satisfying the graduate school requirements stipulated in the University Regulations who apply within three years from the day following the final day of the standard period of enrollment shall receive a 100% exemption.
- (2) Permanent faculty and staff of a school established by the Trust shall receive a 50% reduction.

(Screening Fee, Registration Fee, and Non-Degree Student Fee Reductions for Special Auditors)

Article 25

1 The screening fee, registration fee, and non-degree student fee amounts and payment methods for persons permitted to enroll as special auditors in accordance with a cooperative agreement with another university etc. shall be as stipulated in said agreement.

(Screening Fee, Registration Fee, and Non-Degree Student Fee Reductions for Non-Degree Students)

Article 26

1 The screening fee, registration fee, and non-degree student fee amounts and payment methods for persons permitted to enroll as non-degree students in accordance with a cooperative agreement with another university etc. shall be as stipulated in said agreement.

2 Students stipulated in the following items shall have the screening, registration and non-degree student fees stipulated in each item exempted.

- (1) Registration fee and non-degree student fee for Iwata High School APU /RU Course students;
- (2) Non-degree student fee for undergraduate students taking graduate school subjects;
- (3) Non-degree student fee for post-master's research students taking graduate school subjects;

Section 5 Amendments and Deletions

Article 27

1 These regulations will be revised or abolished by the Executive Board of Trustees after deliberation by the University Senate Meeting.

Supplementary Provisions

- 1 These regulations will go into effect on April 1, 2015.
- 2 In accordance with the formulation of these regulations, the Ritsumeikan Asia Pacific University Regulations for Payment of Tuition and Fees (Regulations 671) of January 27, 2006 shall be abolished.

Supplementary Provisions (amendment due to partial revision of University Regulations, January 15,2020)

This Regulation shall take effect on April 1,2020.

Supplementary Provisions (Partial amendment accompanying express descriptions concerning revision of entrance examination fees and exemption from payment of the same, March 18, 2020)

This Regulation shall take effect on April 1,2020; provided, however, that entrance examination fees for undergraduate students and graduate students entering by March 31, 2021, are subject to conventional examples.

Table 1 Application fees

Category		Amount
Entrance examinations other than those shown below		¥35,000
Entrance examinations for international students residing outside Japan		¥5,000
National Center Test for University Admissions methods		¥18,000
Second and subsequent concurrent application using National Center Test for University Admissions methods		¥10,000
AO methods	First screening	¥10,000
	Second screening	¥25,000
Second application where applying for two Colleges under the same method and same examination schedule		¥10,000

Table 2 IMAT Program fee

Target	Amount (per semester)
Students in the IMAT Program, Major in International Cooperation Policy, Graduate School of Asia Pacific Studies	¥100,000

Table 3 Degrees Examination fee

Target	Amount
Persons applying for a doctoral degree	¥200,000

Table 4 Credit Transfer Fees

Item	Amount	
Credit Transfer fee (per credit)	Undergraduate subjects	Amount as listed in Table 7-3 of the University Regulations
	Graduate subjects	¥75,000

Table 5 Make-up Examination Fees

Item	Amount
Make-up Examination fee (per credit)	¥1,000

Table 6 Matriculation fee

Target	Amount (per semester)
Students who take leave of absence Students on leave of absence	¥ 5,000

Table 7 Non-Regular Student Screening Fees, Registration Fees, Auditor Fees, Non-Degree Student Fees, Post-Master's Research Student Fees, and Doctoral Research Fellow Fees

Item	Target		Amount
Screening fees	Auditors, Non-degree students, Special Auditors, Post-master's research students, Doctoral research fellow		¥10,000
Registration fee	Auditors, Non-degree students, Special Auditors, Post-master's research students, Doctoral research fellow		1/4 of the admission fee per semester, excluding readmission fees
Auditor fees	Auditors		Calculated for each semester term as follows: (Tuition A x 2 + amount in Table 7-3 of the University Regulations x 31) ÷ 31 (Any fraction shall be rounded up to the nearest 1,000 yen.)
Non-degree student fees	Non-degree students and special auditors who take a total of at least 10 credits in one semester and one session in an undergraduate college	Fixed tuition	Same Amount as Undergraduate student tuition A (per semester)
		Per credit tuition	Amount in Table 7-3 of the University Regulations multiplied by the number of registered credits (per semester term)
	Non-degree students and special auditors who take a total of less than 10 credits in one semester and one session in an undergraduate college		Calculated for each semester term as follows: (Tuition A x 2 + amount in Table 7-3 of the University Regulations x 31) ÷ 31 (Any fraction shall be rounded up to the nearest 1,000 yen.)
	Non-degree students and special auditors who take graduate school subjects		¥75,000 multiplied by the number of registered credits (per semester term)
Post-master's research student fees	Post-master's research students		¥30,000 (per semester)
Doctoral research fellow fees	Doctoral research fellows		¥50,000 (per semester)

Table 8 Handling Fees

Item	Amount
Absence of leave, Application fee	¥15,000
Readmission, Application fee	¥10,000
Application fee for Transferring within the University	¥10,000
Student Identification Card Reissuance fee	¥2,000

Table 9 Certificate Issuance Fees

Target	Item	Amount
Current Students (including non-regular students)	Certificate of Enrollment (Japanese)	¥ 200
	Certificate of Period of Registration (Japanese)	¥ 200
	Transcript of Academic Record (Japanese)	¥ 200
	Certificate of Prospective Graduation (Japanese)	¥ 200
	Certificate of Prospective Completion (Japanese)	¥ 200
	Certificate of Attendance for Non-Regular Student (Japanese)	¥ 200
	Special Request Certificate (Japanese)	¥ 200
	Certificate of Enrollment (English)	¥ 200
	Certificate of Period of Registration (English)	¥ 200
	Transcript of Academic Record (English)	¥ 200
	Certificate of Prospective Graduation (English)	¥ 200
	Certificate of Prospective Completion (English)	¥ 200
	Certificate of Attendance for Non-Regular Student (English)	¥ 200
	Special Request Certificate (English)	¥ 200
	Health Certificate (Japanese)	¥ 200
	Health Certificate (English)	¥ 200
Alumni, withdrawn students, students removed from the register	Certificate of Graduation (Japanese)	¥ 300
	Certificate of Completion (Japanese)	¥ 300
	Certificate of Period of Registration (Japanese)	¥ 300
	Certificate of Doctor Degree (Japanese)	¥ 300
	Transcript of Academic Record (Japanese)	¥ 300
	Special Request Certificate (Japanese)	¥ 300
	Certificate of Graduation (English)	¥ 300
	Certificate of Completion (English)	¥ 300
	Certificate of Period of Registration (English)	¥ 300
	Certificate of Doctor Degree (English)	¥ 300
Transcript of Academic Record (English)	¥ 300	
Special Request Certificate (English)	¥ 300	

*This English document is a translation of the original Japanese document and is for reference only.

If any differences between the Japanese text and the English translation may appear, the Japanese text shall prevail in all aspects.