

Applying for University Withdrawal

Student Office

1. Withdrawing from APU

- 1) You may apply to withdraw for reasons that are unavoidable, such as illness.
- 2) Any tuition or other fees that have been paid will not be refunded.
- 3) The date of withdrawal:
 1. Will be the date of the meeting where the withdrawal is approved by the University.
 2. When applying, you may choose a future date. If you have a preferred date, inform the Student Office in advance.
 3. If you pay tuition for the semester, you may choose the last day of the semester (Sep. 20 for the fall semester, Mar. 31 for the spring semester) as your date of withdrawal. **If you do so, you will be able to receive credits for the semester you withdraw.**
- 4) Note that if you apply for readmission after withdrawing, any scholarships you were receiving before withdrawing will most likely not be reinstated. However, if you are currently receiving the tuition reduction scholarship, there is a possibility that it may be reinstated after readmission.

2. Withdrawal Procedures

- 1) Submit the following documents.

Request for Withdrawal form	Must include your financial sponsor or family member's signature.
Withdrawal Statement	This is a letter stating your reasons for withdrawing. The letter can be either handwritten or typed on an A4 size paper. It must include the date and your signature or inkan.
Address Label	This should have the address where you want the results of your withdrawal application sent. This will be used when the University mails your results (either by post or EMS).
A copy or your plane ticket or reservation that shows when you will leave Japan.	International students only.
Medical Certificate	Required if withdrawing for medical reasons.
Status Change Request	For domestic students receiving a scholarship from the Japan Student Services Organization (JASSO). You will not be able to receive scholarship payments while withdrawn from the University.

- 2) The University will review your application and any other documents you submit.
- 3) Results will be sent by post or EMS to the address you provided on the address label noted above.

3. If your application is granted

- 1) Check the student ID number, name, and date of withdrawal on the certificate when you receive it. If any of the information differs from your application form, immediately contact the Student Office.
- 2) Return your student ID card to the Student Office.

Readmission Policy

- You may apply for readmission within three years of the last day of the semester that you withdraw. The readmission policy does not guarantee readmission after withdrawing from the University.
- There is a 10,000 yen readmission application fee, and if your application for readmission is accepted, there is an additional readmission fee of 13,000 yen.
- The readmission policy, procedures, and fees may change at any time, so be sure to contact the Student Office as soon as possible if you decide to apply for readmission.

Contact the Student Office if you have any questions:

Ritsumeikan Asia Pacific University Student Office, Student Status Manager
1-1 Jumonjibaru, Beppu City, Oita Prefecture 874-8577 Japan

Phone: +81-(0)977-78-1124 Fax: +81-(0)977-78-1125 Email: apustu1@apu.ac.jp