

December 10, 2020
Ritsumeikan Asia Pacific University

**Change to Tuition Payment Due Dates from AY 2021
(For Parents/Guardians and Persons Paying Tuition)**

1. Reasons for Changing Tuition Payment Due Dates from AY 2021

Previously (until AY 2007), APU operated a system whereby the amount of tuition payable by each student was determined by the total number of credits for which they registered. Invoices were issued in early June and early December, with payment due dates of June 30 and December 25 respectively.

In AY 2008 this system was revised so that all students in the same semester paid a standard tuition fee regardless of how many credits they took, with invoices sent to students, guardians, etc. in early May for the spring semester and early November for the fall semester. However, the new system remained inconvenient for guardians residing outside Japan, as the university's systems did not allow them to direct tuition payments for reasons on the university's side. It was envisaged that this problem may lead to some missed payments (resulting in withdrawal for non-payment of tuition), so tuition payment due dates were left unchanged. This system has continued to operate up to the present (AY 2020).

In AY 2020, APU partnered with a financial institution (Western Union) to provide a mechanism for direct payment of tuition fees by guardians outside Japan. This has made it more convenient for those making payments and raised the reliability of payment procedures, so we have decided also to alter the payment due dates from AY 2021.

As part of our review of due dates, we undertook a preliminary survey regarding tuition fee payments at other universities within and outside Japan, and ascertained that most universities set their payment dates in the initial month of each semester or the immediately following month. This confirmed that the new due dates set by APU are appropriate and valid. Moreover, as this matter concerns students' rights to receive their education, the decision to alter the dates was subject to careful consideration and discussion over a long period within the university.

We thank you in advance for your understanding of these reasons and processes leading to the alteration of payment due dates.

*In some cases, students only take subjects offered in the second quarter of the semester. The second quarter begins around the start of June in spring semester, and around the start of December in fall semester.

Tuition Payment Due Dates from AY 2021 (applies to both undergraduate colleges and graduate schools)

	Current (up to AY 2020)		From AY 2021	
	New Students	Current Students	New Students	Current Students
Spring Semester	Date specified in Handbook of Enrollment Procedures (before entrance)	June 30 (extended payment deadline: July 30)	Date specified in Handbook of Enrollment Procedures (before entrance)	May 31 (no extended payment system)
Fall Semester	Date specified in Handbook of Enrollment Procedures (before entrance)	December 25 (extended payment deadline: January 31)	Date specified in Handbook of Enrollment Procedures (before entrance)	November 30 (no extended payment system)

*Undergraduate students in their 9th semester and beyond shall pay tuition in accordance with the number of registered credits at the point when their first quarter registered subjects for the applicable semester are confirmed. If they register for additional subjects thereafter, they shall pay the additional amount of tuition required.

*Students permitted to re-enter the university shall pay their entire first semester tuition by the date of re-entry.

2. Tuition Payment Methods

Tuition can be paid using any of the following methods.

- (1) Auto-payment from a Japan Post Bank account

To use auto-payment, you need to apply in advance at the counter of your nearest Japan Post Bank. It may take one to two months for the bank to process the payment settings, so please allow plenty of time.

- (2) Transfer at a bank branch (using the payment slip provided by APU, *Japan Post Bank is not available)

Take the bank transfer payment slip sent to you by APU to your financial institution (other than Japan Post Bank) and complete the procedures over the counter. The person making the payment needs to be identified, so please refrain from making the payment at an ATM.

*You will be sent a payment slip unless you have registered for Japan Post Bank auto-payment as outlined in (1) above.

- (3) Payment from outside Japan through APU's agreement with Western Union (WU) (if requested)

This service is offered only if the person paying the tuition fees is residing outside Japan.
If you wish to pay from outside Japan rather than within Japan, please consult the Administration Office as shown below, well in advance of the payment date.

3. Inquiries Regarding Tuition, Scholarships, etc.

(1) Questions and consultations relating to this change in payment due dates:

Student Office

E-mail ; t-fee@apu.ac.jp

(2) Questions and consultations relating to fee amounts, payment slips, payment methods, etc.:

Administration Office

E-mail : adgaku@apu.ac.jp

(3) Questions and consultations relating to scholarships and payment extensions (up to AY 2020), etc.:

Student Office

E-mail ; t-fee@apu.ac.jp