

Request of delay in payment of school fees

To Dean of the Graduate School of International Culture and Communication Studies, Waseda University

Student ID	5	6							—		
Student's Given Name/ Family Name	(seal or signature)										
Mobile phone											
E-mail	(1) (2)										
Guarantor's Given Name /Family Name	(seal or signature)										
Guarantor's Address	ZIP CODE:										
Guarantor's contact information	Phone Number:										
	Mobile Number:										
	E-mail:										

* Both student and guarantor must fill this out in their own hand writing and use separate seals.

I am unable to pay, by the due date, the school fees for the academic year 20 (Spring/Fall Semester) because of the reason stated below. Therefore, I wish to apply for deferred payment of the amount above. I will make payment on or before the dates indicated below and submit to you the receipt of tuition payment. I understand that my failure to make payment by the designated due date will, by the university rules, become grounds for my removal from the University, and I will not lodge a complaint against the University should I be expelled due to my nonpayment.

Reason: _____

Scheduled date of payment and receipt submission: _____ / _____ / _____
 (Year/Month/Date)

Due dates for deferred payment	Tuition fees for the Spring semester	January 9	Failure to make payment by the designated due date shown left will result in removal from the University.
	Tuition fees for the Fall semester	June 30	

※If the due date is a weekend / holiday, the due date will be **the last weekday BEFORE the due date.**

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School fee payment Information

Spring semester school fees

Schedule	Date	Payment method
Regular payment date and method (enrolled students)	May 1 ※If the payment day is a weekend / holiday, the deduction will be made on the next business day.	Account transfer
-Those who could not pay on May 1 -Students who enroll beyond 2 years (Master's program)/ 3 years (Doctoral program)	July 1 ※If the payment day is a weekend / holiday, the deduction will be made on the next business day.	Account transfer
Final deadline of payment with the submission of delay request	January 9, next year ※If the deadline is a weekend / holiday, the deadline will be <u>the last weekday BEFORE the deadline.</u>	※See below

※Payment method after July 1:

①Pay by account transfer of October 1 or December 1

The account transfer will be made for both the spring and fall semesters. If you want to pay for only 1 semester, please pay it using the payment slip. Those using the payment slip, please refer to ②(below).

②Pay with the payment slip which is available only in Japan

The payment slip will be sent to your Japanese address in the end of July and / or the end of December. Make the payment with the slip, and submit the receipt to the GSICCS office (via FAX or e-mail attached is available). Also, if the payment date is near the next transfer date (around 1-2 months before), then please take the procedure to stop the account transfer at the bank office counter in order to avoid the double payment (Waseda University cannot stop the transfer). Also, please pay the school fees which are postponed longer first.

Fall semester school fees

Schedule	Date	Payment method
Regular payment date and method (enrolled students)	October 1 ※If the payment day is a weekend / holiday, the deduction will be made on the next business day.	Account transfer
-Those who could not pay on October 1 -Students who enroll beyond 2 years (Master's program)/ 3 years (Doctoral program)	December 1 ※If the payment day is a weekend / holiday, the deduction will be made on the next business day.	Account transfer
Final deadline of payment with the submission of delay request	June 30, next year ※If the deadline is a weekend / holiday, the deadline will be <u>the last weekday BEFORE the deadline.</u>	※See below

※Payment method after December 1:

①Pay by account transfer of May 1

The account transfer will be made for both the fall and next spring semesters. If you want to pay for only 1 semester, please pay it using the payment slip. Those using the payment slip, please refer to ②(below).

②Pay with the payment slip which is available only in Japan

The payment slip will be sent to your Japanese address in the end of December. Make the payment with the slip, and submit a copy to the GSICCS office (via FAX or e-mail attached is available). Also, if the payment date is near the next transfer date (around 1-2 months before), then please take the procedure to stop the account transfer at the bank office counter in order to avoid the double payment (Waseda University cannot stop the transfer). Also, please pay the school fees which are postponed longer first.

Caution!!

You may NOT use the July 1 account transfer because the final deadline is on June 30. The only way to pay for the fall semester after May 1 is by means of payment slip. If you use the payment slip, you must bring the receipt to the GSICCS office.