Date of Submission: ____ (Year) ____ (Month) ____ (Day)

Application for Delayed Payment of Tuition and Fees

Att.: Dean of the (Graduate) School of _____, Waseda University

Student Number	–
Name in katakana	
Name in English	Seal
Email	@ .
Address	Postal Code: -
	Phone No.: ( )
Name of guarantor	Seal
Address of guarantor	Postal Code: -
	Phone No.: ( )

Please kindly authorize my delayed payment of the tuition and fees of ¥_____ for the Spring/Fall Semester of AY___ as I am unable to make a payment by the due date for the following reason.

I commit to make a payment for the tuition and fees by the following date and submit the transfer receipt.

I will not object to removal from the school register should I fail to make the payment by the deadline.

Reason for delayed payment: _____

Promised date of payment and submission of the transfer receipt: _____ (Year) _____ (Month) _____ (Day)*

Latest deadline	Payment for Spring Semester	January 9	Failure to make a payment by the deadline will result in the student's removal from the school register and withdrawal from the university.
	Payment for Fall Semester	June 30	

* Payment must be made through a financial institution. For this reason, be careful if the deadline coincides with a weekend or a holiday.
* A different deadline is set for the delayed payment of a student expecting graduation at the end of the semester. Such a prospective graduate is requested to contact the Administrative Office of the Faculty of Letters, Arts and Sciences.
* The transfer receipt may be submitted via fax.

For official use only	Date received	Received by	Date approved	Remarks