

## Withdrawal Procedure (Voluntary Withdrawal)

Administrative Office, Faculty of Letters, Arts and Sciences

The School Regulations of Waseda University and those of Waseda University Graduate Schools stipulate the following: "Every student who voluntarily withdraws from Waseda University must submit an "Application of Withdrawal" indicating the reason and bearing the signature of the guarantor." If you want to withdraw from Waseda University, read every page of this document carefully and complete the necessary procedures indicated below.

### ◆ Withdrawal Procedures

#### 1. Interview with the Associate Dean of Student Affairs and Submission of the Necessary Documents

- Interview with the Associate Dean of Student Affairs is generally required for withdrawal. Please make an appointment at the Administrative Office of the Faculty of Letters, Arts and Sciences.
  - \* Make an appointment for the interview well in advance, taking into consideration the submission deadline for the necessary documents.
  - \* If you want to withdraw so that you can transfer to another educational institution, this interview is not required. You only need to submit the necessary documents to the Administrative Office.
- Bring "**Application for Withdrawal**" (designated form) and **your student ID card** to the interview. If the document contains any mistakes, you will be requested to resubmit it at a later date. Please obtain the "Application for Withdrawal" from the Administrative Office or download it from the website below:
  - Website of the School of Culture, Media and Society or the School of Humanities and Social Sciences >
  - For Current Students > Student Support and Leave of Absence/Withdrawal Procedures > Application for Withdrawal

### Document Submission Deadline

**Spring Semester: by April 14th (withdrawal effective on March 31st of the previous academic year)**

**Fall Semester: by September 30th (withdrawal effective on September 20th)**

- \* If the deadline falls on a day that the Administrative Office is closed, submit the documents by the last day the office is open.
- \* Depending on the timing of submission, you may be required to make a provisional payment of your tuition and other fees. For more details, read "2. Billing for tuition and other fees" on the reverse side of the document entitled "Notes on Withdrawal Procedures."
- \* If you file your application after the above deadline, you will be required to pay your tuition and other fees for the semester. In this event, you may select either the date on which you filed your application or the last day of that semester as the effective date of withdrawal. Any student who files an application without having paid their tuition and other fees for the elapsed semester will be subject to administrative withdrawal.

### Notes on the Submission of Necessary Documents

If you cannot submit the necessary documents yourself because, for example, you are overseas, you can have them submitted by a proxy as long as they bring the following three documents:

- Proxy Form (designated form)
  - \* You can obtain this form from the Administrative Office or download it from the website for your school.
- Copy of your student ID card
- Copy of a document that proves the identity of your proxy

## 2. Approval by Faculty Committee

Your application will be considered at the Faculty Committee meeting held immediately after the submission date. The Faculty Committee meets in the middle of each month (excluding March and August).

## 3. Delivery of "Withdrawal Authorization Notice"

Once your withdrawal is approved by the Faculty Committee, the "Withdrawal Authorization Notice" will be sent to you and your guarantor. If the address registered for your guarantor is an overseas one, the notice will be sent only to you.

### ◆ Notes on the Withdrawal Procedures (please read!)

#### 1. Application deadline, effective date, and tuition and other fees

- A student withdrawing partway through a semester must still pay tuition and other fees for that semester (see table below).

Date of application	Spring Semester		Fall Semester	
	April 1–14	April 15–September 20	September 21-30	October 1 – March 31
Effective date	March 31 of the previous academic year	Application date or September 20	September 20	Application date or March 31
Tuition and other fees for the semester	Not charged	Charged	Not charged	Charged

- The application date is the date on which an "Application for Withdrawal" bearing the signatures and seals of the student and his/her guarantor is submitted to the school. **Make an appointment for an interview with the Associate Dean of Student Affairs well in advance.**
- **If the deadline falls on a day that the Administrative Office is closed, submit the application by the last day the office is open.**
- If you submit an "Application for Withdrawal" after one of the periods indicated above in which tuition and other fees are not charged and you have not yet made a payment for the semester in which you filed the application, you will be subject to administrative withdrawal.

#### 2. Billing for tuition and other fees

Billing for tuition and other fees may take place depending on the timing of the "Application for Withdrawal" due to the account transfer process. If the date of application is within the period when tuition and other fees are not charged, we will refund the payment (it takes about a month). **Note that no refund shall be made if the date of application corresponds to the period when tuition and other fees are charged.**

- \* Money transfers cannot be stopped by Waseda University. If you need to stop a money transfer, submit a request to that effect to the financial institution that holds your registered account.
- \* The Faculty Committee meeting is generally held on the third Wednesday of each month (excluding March and August). Accordingly, depending on the timing of the submission of the "Application for Withdrawal," it may take more than one month for your application to be approved.

### 3. Re-admission

Re-admission may be approved in response to a request made by a student subjected to a voluntary withdrawal and administrative withdrawal for a failure to make a payment of tuition and other fees. However, this is only when there is a prospect for the student to complete their studies. If you want to be re-admitted, complete the re-admission procedures at the Administrative Office by the deadline shown below.

Semester for re-admission	Deadline
Re-admission from Spring Semester (from April 1)	December 27 of the previous year
Re-admission from Fall Semester (from September 21)	June 30 of the same year

- \* If the deadline falls on a day that the Administrative Office is closed, submit the application by the last day the office is open.
- \* Re-admission is approved only once.
- \* Re-admission cannot be made in the semester following the semester in which withdrawal took place.
- \* You can be re-admitted within seven years of the academic year following the year of your withdrawal.
- \* A student's grades and years of study at the moment of withdrawal are reinstated when the student is re-admitted.
- \* You cannot be re-admitted if you were subjected to administrative withdrawal due to the expiration of your enrollment period or a failure to proceed to a department within the required timeframe.

### 4. Scholarship

- If you are on a scholarship offered by our university or a private scholarship in the relevant year, the funds may need to be returned due to a possible disqualification. In such cases, promptly provide notification to that effect to the Scholarships and Financial Assistance Section.
- If you are receiving a loan from JASSO, you need to submit a change notice. Download the form from the website of the Scholarships and Financial Assistance Section (<http://www.waseda.jp/inst/scholarship/aid/jasso/procedures/>). Fill out the form and submit it immediately to the section.

Scholarships and Financial Assistance Section (ground floor of the Student Union Building) Direct: 03-3203-9701

### 5. Withdrawal Authorization Notice

Once your withdrawal is approved by the Faculty Committee, the "Withdrawal Authorization Notice" will be sent to you and your guarantor by post unless the address registered for your guarantor is an overseas one.

### 6. Cancellation of withdrawal

Approved withdrawals cannot be canceled.

<p style="text-align: center;"><u>Contact</u> Student Services Section, Administrative Office, Faculty of Letters, Arts and Sciences, Waseda University Phone No.: 03-3203-4381 Email: <a href="mailto:bun-help@list.waseda.jp">bun-help@list.waseda.jp</a></p>
---