

Withdrawal from the School

If you wish to leave the School before graduation, you should bring your student identification card with you and take the following steps to withdraw from the School.

(1) Procedure

If you withdraw from the School, you must submit the following documents:

1. Request for Withdrawal from the School (prescribed form)
2. Student Identification Card

- Be sure that both you and your guarantor fill out the Request for Withdrawal form and sign it (or put your seal on it).
- In special circumstances, the application form may be accepted by mail (which must be sent as *registered* mail).
- Your withdrawal request will be examined by the School Steering Committee. Notice of the decision reached will be sent to your guarantor by mail.
- If you are receiving any scholarship, consult the Scholarship Section after deciding to withdraw from the School.

(2) School Expenses

You are required to pay all academic fees, even if you withdraw from the School.

The amount varies, depending on the submission date of the Request for Withdrawal.

Date of submission		April 1 to April 14	April 15 to September 30	October 1 to March 31
School Expenses	Spring Semester	Exempted	Required	Required
	Fall Semester	Exempted	Exempted	Required

- The date of submission is the date when your request for withdrawal arrives at the SPSE Office.
- If the normal deadline falls on an official holiday, the actual deadline will be the last business day before the normal deadline.
- Even if you submit your request for withdrawal from the School before the application deadline, submission made about 1 month prior to the bank transfer date may result in the full amount of the fees being deducted from your bank account. In such a case, the money will be refunded to your registered bank account one or two months after your withdrawal has been approved. Please confirm the status of payment of academic fees at the SPSE Office when you submit the application form for withdrawal. Please note that if you apply for withdrawal from the School during a period when you are required to pay academic fees, no payment can be refunded.
- For freshmen who withdraw from the School, the academic fees for the first semester will not be refunded, irrespective of the above-mentioned conditions.
- If you have not paid the relevant academic fees for the current semester, your data will be removed from the School Register owing to “unpaid tuition” as of the last day of the latest semester for which you did pay.