

Payment Methods for Audit/Course Enrollment Fees

1. For courses that require payment of audit/course enrollment fees

When registering for a course, it is necessary to make a payment of the audit/course enrollment fees within the specified period.

Please refer to the list on P.49-95 on *University-wide Open Course Registration Guidebook* (全学オープン科目履修ガイド) or GEC webpage to find the respective amounts for the courses that require the payment of Audit/Course Enrollment Fees.

2. About period for payment

Registration Type	Subjects that require payment	Period for payment
Spring semester registration	“General Tutorial English α/β ”, which is registered for in the 1st Registration only	April 6 (Fri) - 13 (Fri) 23:59
	Courses which are registered for in the 0 th to 3 rd Registration other than the abovementioned course	April 17 (Tue) - 23 (Mon) 23:59
Fall semester registration	“General Tutorial English α/β ”, which is registered for in the 1st Registration only	September 27 (Thu) - October 4 (Thu) 23:59
	Courses which are registered for in the 0 th to 3 rd Registration other than the abovementioned course	October 8 (Mon) - 15 (Mon) 23:59

* Payments before or after the abovementioned periods will not be accepted under any circumstances.

* If “General Tutorial English α/β ” is registered in the 1st Registration, the payment of Audit/Course Enrollment Fees will be done prior to the other courses in accordance with the lesson group arrangement schedule.

* If you are a 1st year student of School of Law and select English for “Foreign Language B (外国語 B),” be sure to read the guidebook published by your school which shows the period when you are to pay course enrollment fee of automatically registered “General Tutorial English α/β .”

3. About payment methods

After registering for the course, please complete the payment through the following steps 1) to 3).

1) Check the payment information email

A payment information email will be sent to your Waseda Mail address on the first day of the payment period.

Necessary information for the payment will be stated in this email, so please make sure to check it.

<Payment information email> *Written in both Japanese and English

From: **fee-payment@list.waseda.jp**

Subject: 【重要】 2018年度●学期登録 聴講料・実験実習料の納入について／

[Important] Payment of Audit/Course Enrollment Fees for ●● Course Registration in 2018

Main text: [Payment amount (total), payment deadline, URL of the payment method selection screen, notes, etc. are stated]

Note:

If you do not receive an email on the first day of payment period, search the word “[**fee-payment**]”. The email can be automatically filtered as “Junk Email.” If you cannot still find it, please contact the following office as soon as possible during the payment period.

Contact: Educational Planning Section, Academic Affairs Division

fee-payment@list.waseda.jp (Available from 9:00am to 5:00pm on weekdays)

2) Selection and confirmation of payment method

The payment method can be selected from the following three options.

Please click the URL of the payment method selection screen provided in the main text of the email and select a payment method.

Please note that you cannot change the payment method once confirmed.

Payment method	Description	Remarks and notes
Convenience store transaction with a payment number	<p>Make the payment at a convenience store using the payment number that is issued by the payment method selection screen</p> <p>[Detail page] http://kb.smbc-fs.co.jp/oshiharai/payment-station/ *Japanese only</p>	<p>✓ It is necessary to select the payment destination convenience store on the payment method selection screen (<u>the convenience store cannot be changed after the number is issued</u>).</p> <p>✓ It is not possible to pay by credit card at a store.</p> <p>✓ It is not possible to make payments of more than ¥ 300,000.</p>
Pay-easy transaction	<p>Make the payment via online banking or ATM of a bank or a financial institution using the payment number that will be issued by the payment method selection screen</p> <p>[Detail page (available financial institutions, etc.)] http://www.pay-easy.jp/howto/index.html *Japanese only</p>	<p>✓ It is not possible to use the ATM of a bank or a financial institution with cash if the payment amount exceeds ¥ 100,000. (In that case, cash card payment or online banking is acceptable.)</p> <p>✓ It is not possible to use ATMs installed in convenience stores.</p>
Credit card transaction	<p>Make the payment by entering your credit card details in the payment method selection screen</p>	<p>✓ <u>Only</u> VISA and MasterCard are accepted. Other brands are not accepted.</p> <p>✓ The options of payment in installments or rebate payments are not available.</p> <p>✓ If the transaction cannot be completed, the screen returns to the payment method selection.</p>

3) Confirmation of payment procedure/payment completion

After confirming the payment method, a payment procedure information email will be sent to your Waseda Mail address. Please follow the procedure to complete the payment before the specified deadline.

*Instead of a payment procedure information email, a payment completion email will be sent to those who selected “credit card transaction” since once it is confirmed, transaction is completed.

4. Warning about payments

- **Payments before or after the specified period will not be accepted under any circumstances (including cases where the payment was attempted within the deadline, but not completed). Non-payment will result in exclusion from the course and may lead to a drop in your priority ranking if selected for enrollment by lottery next time you register for courses.**
- Please pay the total amount stated in the payment information email for audit/course enrollment fees. **Partial payments will not be accepted. There will be no refunds after the payment has been made.**
- **Once confirmed, the payment method cannot be changed.**
- When choosing credit card transaction, please pay attention to the card’s limit and expiration date.

5. Flowchart of payment (reference)

