

Payment of Tuition and Fees [for students, guardians, and tuition payers]

Waseda University

This English version of document is intended for those whose native language is not Japanese. If your native language is Japanese or if your native language is not Japanese but you are enrolled in a program conducted in Japanese, please refer to the Japanese version.

At Waseda University, students are required to pay tuition and fees for each spring and fall semester by automatic debit transfer until graduation (or completion of studies). After enrollment, tuition and fees (admission fee, school expenses and other fees) for the first semester are paid at the time of the enrollment procedures, so **the automatic debit transfer will start from the payment of tuition and fees for the semester following the semester of enrollment**. This document contains important information essential for paying tuition and fees after enrollment, including the procedure for the automatic debit transfer agreement with financial institutions. We especially ask guardians and tuition payers to read this document and follow the necessary procedures.

[Automatic debit transfer]

In Japan, a system called automatic debit transfer is widely used. This involves automatically deducting utility charges for electricity, water, and other services and usage fees for mobile phones from a bank account at a financial institution designated by the user. When signing a contract to use a mobile phone, etc., the user notifies the financial institution of the bank account from which charges, etc. will be deducted (a three-party contract between the service provider, the user, and the financial institution). After the contract is concluded, the service provider requests the financial institution to periodically deduct usage fees from the user's bank account for collection. At the same time, the service provider notifies the user of the debit date, amount, etc. As long as the contract is in place, there is no need for the user to perform any procedure for each of the bills from the service provider, and each time a bill is issued, the fees are automatically deducted from the designated bank account (the mechanism differs from a debit card or check). Fees for services that are not contracted with the financial institution will not be deducted from the account without the user's permission. Waseda University uses this system to pay tuition and fees. In principle, all international students are also required to pay their tuition and fees by automatic debit transfer after opening a bank account at a financial institution in Japan.

[Difference between a student's personal bank account and a tuition payment account]

We ask students to register information on two different accounts: a **"student's personal bank account"** (receiving account), which is used to receive scholarships and wages from part-time jobs, and a **"tuition payment account,"** which is used for withdrawals of tuition and fees. Those who have already registered a **"student's personal bank account"** when enrolling are also required to register a separate "tuition payment account" by signing a contract with a financial institution as explained in this document. It is possible to use the same account for the **"student's personal bank account"** and the **"tuition payment account,"** but tuition and fees cannot be debited if only a **"student's personal bank account"** is registered.

1. Flow from registering a tuition payment account to debit of tuition and fees

If you do not have an account at a financial institution in Japan, open an ordinary savings account at a financial institution.



An email titled "Request for tuition payment account registration" will be sent to the student's Waseda email address within about two weeks after enrollment.

- **This notification is sent only to the student.** If the procedure will be performed by someone other than the student, such as their guardian, the student needs to contact the person who will carry out the procedure. The procedure described below can be done only after receiving an email from the University.

Flow of Procedure

You can complete the procedure
in Japanese on your own
or
You can receive Japanese language support

It is difficult to complete the procedure
in Japanese on your own
or
It is difficult to receive Japanese language support

(A) Access the Waseda University Tuition Payment Account Web Registration System from your smartphone, tablet, or PC, and complete the procedure for the automatic debit transfer agreement with your financial institution over the Internet (There is no need to visit the financial institution in person to do this).

(B) You will need to visit the Waseda Portal Office (WPO) with your cash card and student ID card. Complete the procedure for the automatic debit transfer agreement with your financial institution using the dedicated terminal (CREPiCO) on the spot (There is no need to visit the financial institution in person to do this).

● **Part of the explanation and procedure will be in Japanese only.**

- In principle, the holder of the account designated as the debit transfer account should perform this procedure. The account can be in the name of the student, their guardian, tuition payer, or anyone else. Log into the system with student's ID number and their date of birth, and enter the required information. The account holder's identity is verified by the designated financial institution on its website, and an automatic debit transfer agreement is immediately executed. (On the financial institution's website, enter your cash card PIN and other authentication information. The required authentication information may vary depending on the designated financial institution.)
- In principle, the procedure should be completed within one month after receiving the email. (You can complete the procedure at any time even after one month has passed, but you will be contacted periodically until you have done it.)
- If it is difficult to perform the procedure online, you can do so in writing. For details, see **2. Means of paying tuition and fees** (1) Payment by automatic debit transfer in this document.

- Students at Tokorozawa Campus and Kitakyushu Campus can also complete the procedure at their school's office. (Students at other campuses cannot do this at their school's office.)
- In principle, the procedure should be completed within one month after receiving the email. However, if you open an account at a financial institution in Japan for the first time, be sure to complete the procedure within one month after opening the account and receiving your cash card.
- You may be unable to register your payment account using the dedicated terminal (CREPiCO) if your cash card's magnetic strip is defective. Thank you for your understanding.

Once the procedure for the automatic debit transfer agreement with the financial institution is completed, the payment account information will be available within about two weeks on the portal site MyWASEDA, where students can log in. To check tuition and fee payments, please log in to "My WASEDA" and click the menu on the left-hand side of "Home" → "View/Update Your Own Profile" → "Update Student Profile" → "Debit Account Information for Tuition Fees."

- Only students can log into MyWASEDA. Guardians and tuition payers who wish to check the information about the account contracted with the financial institution will need to ask students to check the account information.
- The procedure for completing the automatic debit transfer agreement needs to be done only once. (The agreement with the financial institution is valid until graduation (completion of studies) unless the payment account is cancelled.)
- Students can change the payment account at any time while enrolled at the University. Students who have been paying using a payment slip can also apply for automatic debit transfer during the semester. If you wish to change the payment account, please follow the same procedure as for account registration. The most recent registered account will be the valid one. (The account information registered with the University will be overwritten.)

The Notification for Automatic Debit Transfer of Tuition and Fees (Postcard) will be sent to tuition payers registered with the University about 10 days before the automatic debit transfer date. The postcard contains the automatic debit transfer date, debit amount, and payment account information. Please check the balance of the designated account and be sure to deposit sufficient funds to cover the amount to be debited no later than one business day before the automatic debit transfer date.

- The first automatic debit transfer for April enrollees will be made on October 5 of the same year as "Tuition and fees for the fall semester."
The first automatic debit transfer for September enrollees will be made on May 5 of the following year as "Tuition

and fees for the spring semester.”

* If the scheduled debit transfer date falls on a holiday of the financial institution, the transfer will take place on the financial institution's next business day.

After the first automatic account transfer, tuition and fees for each semester will be transferred in the same manner until graduation (completion of studies).

- Automatic debit transfers will take place on May 5 for the spring semester and on October 5 for the fall semester (or the next business day if the date falls on a holiday of the financial institution). The automatic debit transfer dates will be changed for students who are enrolled for more than the standard number of years (regular undergraduate students: four years; regular master's students: two years; regular doctoral students: three years; the standard number of years differs depending on the program for transfer students, some graduate and professional graduate schools, and Art and Architecture School) due to a leave of absence, study abroad, etc. Details will be notified to relevant students.

After graduation (completion of studies), no cancellation procedure is required for the automatic debit transfer agreement at your financial institution (no debit will be made after graduation (completion of studies)). However, **students who have no immediate plans to return to Japan after graduation (completion of your studies) are required to close their accounts.**

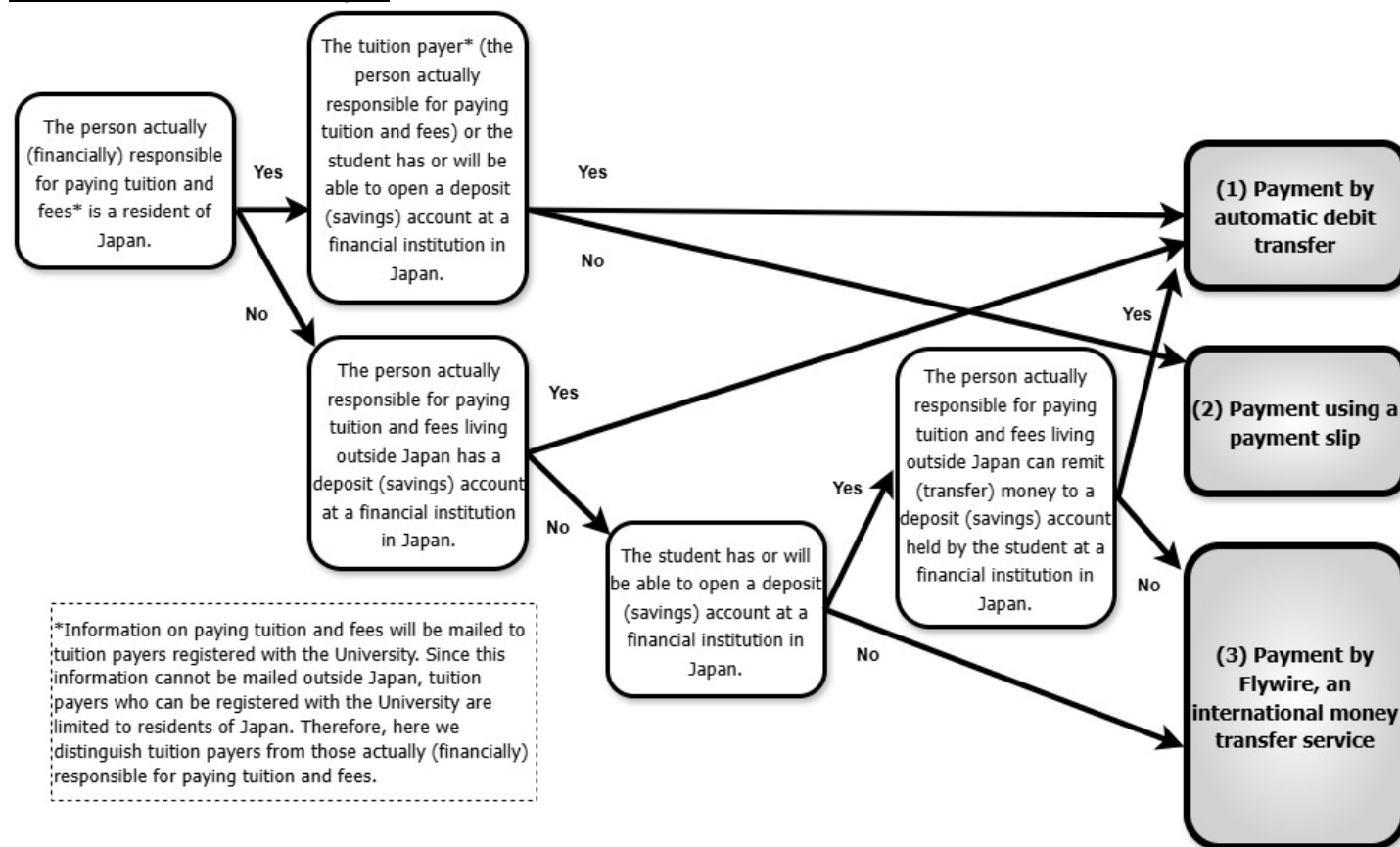
- The automatic debit transfer agreement will be automatically terminated if the University does not make a debit request to the financial institution for a certain period of time. If you wish to cancel the automatic debit transfer agreement immediately for any reason, please contact your designated financial institution directly for the cancellation procedure (Cancellation cannot be done through the University).

2. Means of paying tuition and fees

As a general rule, the University requests all students enrolled in regular courses to pay tuition and fees by automatic debit transfer. However, in unavoidable circumstances only, payment can be made by means other than automatic debit transfer.

[Selecting the means of payment]

The following is just a guideline, and the University will not confirm the reasons or circumstances for the selection with students, guardians, or tuition payers. However, since “(3)Flywire, an international money transfer service” is positioned as a means of payment mainly for international students, Flywire, an international money transfer service is not available, in principle, if the person who is actually (financially) responsible for the payment of tuition and fees is a resident of Japan.



(1) Payment by automatic debit transfer

- You can designate an account at almost any financial institution in Japan as a tuition payment account.
- There is no need to visit a financial institution for the procedure.
- No fees will be charged for the automatic debit transfer procedure and debit transactions. (The University will bear the fees.)
- **When enrolling in or advancing to Waseda University graduate school after graduating from or completing studies at Waseda University undergraduate school or graduate school, even if you are designating the same account, please perform the procedure again.** (If the student ID number is changed, the account information will not be transferred.)
- When concluding a contract with a financial institution (other than Japan Post Bank), please be sure to confirm the Deposit Account Transfer Regulations posted on the website provided in **(A) How to register using the online Waseda University Tuition Payment Account Web Registration System** below. When using Japan Post Bank, the Automatic Debit Transfer Rule will apply.
- The designated account will be used solely for making bank transfers and receiving refunds, if any, of tuition and fees.
- The procedure for automatic debit transfer is optional “if the student enrolls in a regular course for which the standard number of years is one year or less” or “if the tuition payer is a legal entity such as a company or organization.”

Procedures

(A) How to register using the online Waseda University Tuition Payment Account Web Registration System

- Please access the Waseda University Tuition Payment Account Web Registration System shown below to register.
- If for some reason it is difficult to complete the procedure online, you can send written documents to the University by mail. In the case of written documents, it takes approximately two months to complete the process after submission to the University. If the financial institution points out that something is missing, the University will return the documents to the tuition payer and ask you to resubmit the documents, which will take more time. **If you have not registered your seal with Japan Post Bank when opening an account, you will not be able to complete the procedure in writing.** If you wish to perform the procedure in writing, please first register your seal in person at the service counter of Japan Post Bank first. For details, please ask Japan Post Bank.

Waseda University Website (Japanese Version) top page

> Left Side Menu > About Waseda > Waseda Overview > 組織 Organization
> 財務部 Financial Affairs Division > 学費等の納入について Payment of Tuition and Fees
> Waseda University Tuition Payment Account Web Registration System(K-front)

or

> If you wish to complete the procedure using the Application Form for Automatic Debit Transfer of Tuition and Fees (in writing)

URL: <https://www.waseda.jp/top/about/work/organizations/financial-affairs/tuitionandfees>



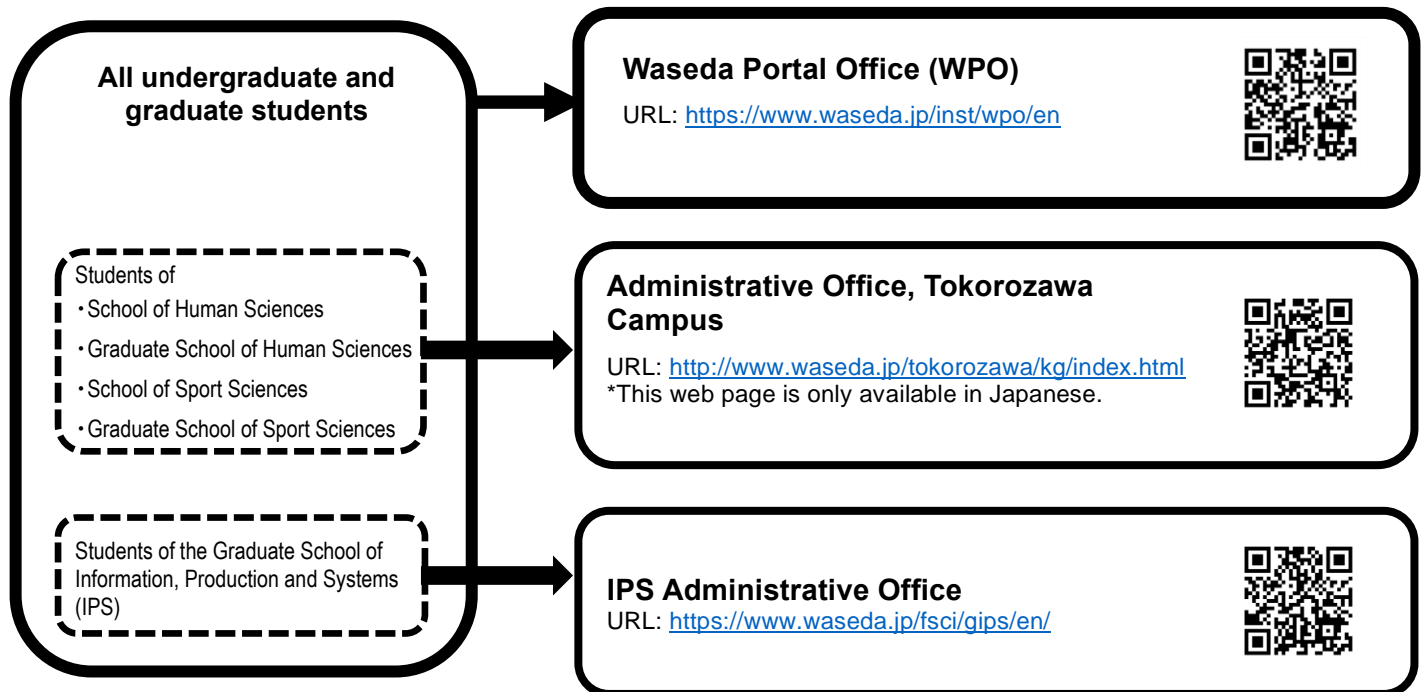
(B) Registration by students themselves at the Waseda Portal Office (WPO)

(students at Tokorozawa Campus and Kitakyushu Campus at their school's office)

- Swipe your cash card through the dedicated terminal (CREPiCO) to perform the procedure for the automatic debit transfer agreement. If your cash card's magnetic stripe data has been damaged, you will not be able to perform the procedure. In order to have the magnetic stripe data restored, you will need to contact your financial institution yourself.
- Because it is forbidden for anyone other than account holders to use their cash cards, **this procedure cannot be carried out by a proxy.**
- If for some reason (not limited to the above) it is difficult to perform the procedure using the dedicated terminal (CREPiCO) (including cases where a financial institution that does not support use of the dedicated terminal (CREPiCO) for the procedure) or when designating an account in the name of a person other than the student, such as the student's guardian or tuition payer, please do it using “(A) How to register using the online Waseda University Tuition Payment Account Web Registration System” or written documents.

[Where to register]

- The place for registering varies depending on your undergraduate or graduate school, so please refer to the following information. You will need to visit the office in person, so please confirm the opening days and hours beforehand. The Waseda Portal Office (WPO) is available for procedures for all undergraduate and graduate students.



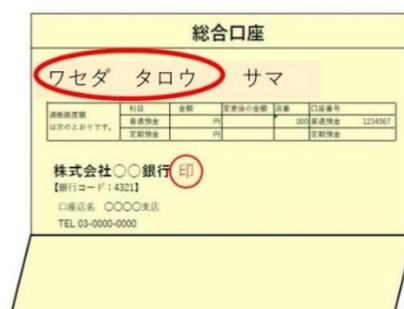
[What to bring]

- **Your student ID card**
- **A cash card in your (the student's) name issued by a financial institution in Japan (a credit/debit card is not acceptable)**
 - ⇒ The procedure requires **the four-digit PIN registered when opening the account**. You will be asked to enter your PIN into the dedicated terminal (CREPiCO) yourself, but the PIN will not be disclosed to the University. (The dedicated terminal is directly connected to the financial institution's data center.)
 - Please note that the procedure utilizes your cash card's magnetic stripe. You cannot use a cash card that does not have a magnetic stripe (for example, "Olive Flexible Pay" from Sumitomo Mitsui Card Company).
- **A note of the account name in Japanese katakana registered with the financial institution at the time of opening the account, or a bank book, etc. with the account name in Japanese katakana (a photocopy is acceptable)**
 - ⇒ In the case of Japan Post Bank, the account name in Japanese katakana is printed on the cash card. In the case of other financial institutions, it is often printed on the bankbook or displayed on the screen that appears after logging into the Internet banking system. If you do not know the correct account name in Japanese katakana, you will not be able to complete the procedure. If you are unsure, please contact the financial institution on your own and confirm the Japanese katakana account name before visiting the office.

Cash Card(EX.Japan Post Bank)



Bank Book



Internet Banking Screen



The account holder's "Japanese katakana" name in these examples is

memo
“ワセダ タロウ”

(2) Payment using a payment slip

- If it is difficult to perform (1) Payment by automatic debit transfer due to unavoidable circumstances, you can pay tuition and fees using a payment slip.
- **If you do not perform the procedure for (1) Payment by automatic debit transfer, the payment will be**

automatically made using a payment slip, so no special procedure is required.

- We will send a Tuition and Fees Bank Payment Slip (payment slip) to the tuition payer registered under the enrollment procedures. Upon receiving the payment slip, please pay at the service counter of a financial institution in Japan (other than Japan Post Bank) by the payment deadline. **Payment by ATM or Internet banking is not accepted.**
- No transfer fee will be charged if payment is made at the head office or a branch of Mizuho Bank, MUFG Bank, Sumitomo Mitsui Banking Corporation, or Resona Bank. If payment is made at any other bank, the payer will bear the transfer fee.

(3) Flywire, an international money transfer service

Flywire, an international money transfer service is also available, but only when the person who is actually (financially) responsible for the payment of tuition and fees resides outside Japan and it is difficult for the student to perform the automatic debit transfer procedure or payment using a payment slip at a financial institution in Japan. (The tuition payer will be responsible for paying the handling fees for Flywire and its payment partners.) If you wish to pay by Flywire, an international money transfer service, please immediately contact the student's school office.

3. Payment schedule for tuition and fees, and points to note

At Waseda University, students are required to pay tuition and fees for the spring and fall semester at the beginning of each semester until graduation (or completion of studies). Schedules and points to note in the cases of payment by automatic debit transfer and payment using a payment slip are as follows, respectively.

[When automatic debit transfer is selected]

Since tuition and fees for each semester will be transferred on the following dates, please **be sure to deposit sufficient funds to cover your tuition and fees into the designated financial institution account no later than one business day before the debit transfer date.** If withdrawal cannot be made on the transfer date due to an insufficient balance or for any other reason, another attempt will be made two months later. The Notification for Automatic Debit Transfer of Tuition and Fees (Postcard) will be sent to tuition payers registered under the enrollment procedures about 10 days before the debit transfer date. The debit transfer date, account information, and transfer amount (details of tuition and fees, etc.) are described in the Notification for Automatic Debit Transfer of Tuition and Fees (Postcard).

April enrollment	September enrollment	Schedule	Notes
Year			
1st year (enrollment year)	—	Late September	Sending of the Notification for Automatic Debit Transfer of Tuition and Fees for the fall semester
		October 5	Debit transfer of tuition and fees for the fall semester
		Late November	[only those who did not pay on October 5] Re-sending of the Notification for Automatic Debit Transfer of Tuition and Fees for the fall semester
		December 5	[only those who did not pay on October 5] Second debit transfer of tuition and fees for the fall semester
2nd year onward	1st year (enrollment year)	Late April	Sending of the Notification for Automatic Debit Transfer of Tuition and Fees for the spring semester
		May 5	Debit transfer of tuition and fees for the spring semester
		Late June	[only those who did not pay on May 5] Re-sending of the Notification for Automatic Debit Transfer of Tuition and Fees for the spring semester
		July 5	[only those who did not pay on May 5] Second debit transfer of tuition and fees for the spring semester
	2nd year onward	Late September	Sending of the Notification for Automatic Debit Transfer of Tuition and Fees for the fall semester
		October 5	Debit transfer of tuition and fees for the fall semester
		Late November	[only those who did not pay on October 5] Re-sending of the Notification for Automatic Debit Transfer of Tuition and Fees for the fall semester
		December 5	[only those who did not pay on October 5] Second debit transfer of tuition and fees for the fall semester
		Late April	Sending of the Notification for Automatic Debit Transfer of Tuition and Fees for the spring semester
		May 5	Debit transfer of tuition and fees for the spring semester
		Late June	[only those who did not pay on May 5] Re-sending of the Notification for Automatic Debit Transfer of Tuition and Fees for the spring semester
		July 5	[only those who did not pay on May 5] Second debit transfer of tuition and fees for the spring semester

➤ If the scheduled debit transfer date listed above falls on a holiday of the financial institution, the transfer will take place on the financial institution's next business day.

- If tuition and fees for each semester cannot be paid on the second debit transfer, a payment slip will be sent to the tuition payer within about three weeks. Upon receipt of the payment slip, payment must be made immediately at the service counter of a nearby financial institution (there is no third debit transfer).
- The schedule above may differ for extended students (students who are enrolled for more than the standard number of years) and students who have not advanced to the next grade. Details will be sent to relevant students.

<Points to note>

- Please confirm the results of automatic debit transfers using your bankbook, Internet banking statements, etc. When automatic debit transfers are successfully completed, the University will not contact you (no issuance of a receipt, etc.).
- The University outsources some of its automatic debit transfer-related operations, including those related to tuition and fees (submission of automatic debit transfer data to financial institutions holding payment accounts designated by tuition payers, and collection of transfer results and transferred funds), to the collection agency Sumitomo Mitsui Card Co., Ltd. Therefore, please note that when a bank transfer is successful, it will be recorded as “SMBC(ワセダガクヒ)” (SMBC (Waseda tuition and fees), “SMCC,” “ミツイスミトモカード” (Sumitomo Mitsui Card), “フリカエ” (transfer), “(ワセダガクヒ)自払” (Waseda tuition and fees automatic payment. *In the case of Japan Post Bank), or similar in the bankbook or statements. The transaction records printed may differ depending on the financial institution.

[For students enrolled before April 2023]

If you designate an account at Mizuho Bank, MUFG Bank, Sumitomo Mitsui Banking Corporation, Resona Bank, or Japan Post Bank as the payment account, tuition and fees will be paid by direct debit from the designated bank account (not through the collection agency). If you designate an account at a financial institution other than the five banks listed above, funds will be debited through the collection agency Mizuho Factors, Limited. The transactions will be recorded as “ワセダガクヒ” (Waseda tuition and fees), “MHF)ワセダガクヒ” (MHF) Waseda tuition and fees), “ミズホファクター” (Mizuho Factor), or similar in the bankbook or statements. If students enrolled before April 2023 wish to change or newly register their payment account after October 2023, they need to follow the procedure explained in this document. Please note that after completing the procedure, payment will be made through the collection agency Sumitomo Mitsui Card Co., Ltd. regardless of the financial institution they designate. If the account registered before September 2023 is not changed until graduation (completion of studies) after October 2023, direct debits made through any of the five banks above or Mizuho Factor Co., Ltd. will continue until graduation (completion of studies).

When selecting payment using a payment slip

We will send a Tuition and Fees Bank Payment Slip (payment slip) to the tuition payer registered under the enrollment procedures according to the following schedule. Upon receiving the payment slip, please pay at the service counter of a financial institution in Japan (other than Japan Post Bank) by the payment deadline.

April enrollment	September enrollment	Sending of payment slip	Relevant semester	Payment deadline
Year				
1st year (enrollment year)	—	Late September	Fall semester	October 1
2nd year onward	1st year (enrollment year)	April 1	Spring semester	April 15
	2nd year onward	Late September	Fall semester	October 1
			April 1	Spring semester

- If the deadline date listed above falls on a holiday of the financial institution, make the payment by the financial institution's next business day.
- If payment cannot be confirmed by the specified date, the payment slip will be re-issued. Payment must be made immediately upon receipt of the (reissued) payment slip.
- The schedule above may differ for extended students (students who are enrolled for more than the standard number of years) and students who have not advanced to the next grade. Details will be notified to relevant students.

<Points to note>

- Payment of tuition and fees using an ATM or Internet banking may be treated as nonpayment. This is because we may not be able to identify who made the payment, so please pay at the service counter of a financial institution (other than Japan Post Bank).
- No transfer fee will be charged if payment is made at the head office or a branch of Mizuho Bank, MUFG Bank, Sumitomo Mitsui Banking Corporation, or Resona Bank. If payment is made at any other bank, the payer will bear the transfer fee.

4. Amounts of tuition and fees

- “Tuition and fees” is a collective term for “tuition,” which covers tuition and seminar fees as well as “miscellaneous fees,” which covers faculty fees and membership fees of the Student Health Promotion Mutual Aid Association, etc.
- The expense items to be paid vary depending on the undergraduate/graduate school, department, major, course, etc. you belong to.
- A list of “tuition and fees” by year of enrollment is available on the website accessible via the link below (Japanese only). The list can be also checked in the Student Guide Book, etc. distributed to students at the time of enrollment.
- Some fee items, such as seminar fees, are revised annually, so the total amounts for tuition and fees from the second year onward are merely reference figures.
- For the final payment amount, please refer to the Notification for Automatic Debit Transfer of Tuition and Fees (Postcard)

(or the payment slip if payment using a payment slip is selected) sent to tuition payers about 10 days before the bank transfer date.

- The amounts for tuition and fees may differ for students who take a leave of absence, study abroad, or are enrolled for more than the standard number of years. For details, please contact the student's school office.
- If you select certain programs/courses, such as the Teacher Education Program and the Physical Education Course, you may be required to pay audit fees and seminar fees (for the program/course you selected) in addition to the tuition and fees to be paid each semester. The amount and payment methods will be sent to the student who registered for such programs/courses, so guardians and tuition payers should also be aware of it.

Waseda University Website (Japanese Version) top page > Left Side Menu > About Waseda

> Public Information > 入学金や授業料など納付金 Tuition and Fees

URL : <https://www.waseda.jp/top/about/disclosure/entrance-fee>



5. Other matters

Receipts and payment certificates for tuition and fees

- The University will not issue receipts for payments made by automatic debit transfer. Please confirm the transfer results using your bankbook, Internet banking statements, etc. If you need proof of the amount of tuition and fees paid or fee items (breakdown), please refer to the Notification for Automatic Debit Transfer of Tuition and Fees (Postcard) sent to tuition payers.
- If payment is made using a payment slip, the stub returned to you at the financial institution's service counter will serve as the receipt for tuition and fees (which includes fee items (breakdown)).
- If you are asked to submit a payment certificate from a public institution, we will issue a Certificate of Payment of Tuition and Fees (Japanese/English).
- The Certificate can be issued for the current and previous academic years. Since the amounts of some fee items, such as seminar fees, are undecided, **certificates cannot be issued for the next and subsequent academic years.**
- A Certificate of Payment of Tuition and Fees is a payment certificate for each semester. It includes the total amount, details of fee items (breakdown), and the date of payment if already paid (it can also be used as a receipt if payment has already been made). If you need one, please contact the student's school office. Please note that **certificates cannot be issued through the certificate issuing system.**
- Certificates of Payment of Tuition and Fees are issued free of charge, but cannot be issued on the same day (and may take several days to be delivered). Please also note that certificates are issued only in paper format, not in electronic formats such as PDF.

Payment of tuition and fees in installments or in a lump sum (prepayment)

The amount billed per semester cannot be paid in installments (monthly installments, etc.). Please also note that tuition and fees for the following semester(s) or academic year(s) cannot be paid in a lump sum (prepayment).

Deferred payment of tuition and fees

If tuition and fees are not paid by the end of the semester, you will be dismissed from the school due to nonpayment of tuition and fees in accordance with the school regulations. However, if you submit an Application for Deferred Payment of Tuition and Fees, you may be permitted to defer payment of tuition and fees for a certain period. If you cannot pay the tuition and fees by the specified date, please immediately consult with the student's school office.

Scholarships

See the Scholarships and Financial Assistance Section website and the Center for International Education (CIE) website below.

Scholarships and Financial Assistance Section

URL: <https://www.waseda.jp/inst/scholarship/en/for-international-students/>



Center for International Education (CIE)

URL: <https://www.waseda.jp/inst/cie/en/life/aid>



Change of the tuition payer and the tuition payment account

Changing the tuition payer (addressee of the Notification for Automatic Debit Transfer of Tuition and Fees (Postcard) and the Tuition and Fees Bank Payment Slip (payment slip))

⇒ Please contact the student's school office as written procedure is required.

Changing the tuition payment account

⇒ Please follow the same procedure as for registering a new account by the deadlines specified below. Only the most recent registered account will be registered with the University as a payment account. (The account information will be overwritten, so if you wish to return to your previous account, you will need to go through the procedure again with your financial institution.) **If you change only the tuition payment account, you do not need to contact the student's school office.** Please note that depending on the timing or the nature of any errors in the procedure, it is possible that the change may not be made in time for the next automatic debit transfer. You can choose to perform the procedure in a different way from the previous one.

(All cases are available: "Previous procedure: using the CREPiCO Terminal ⇒ Change procedure: via the Internet"; "Previous procedure: via the Internet ⇒ Change procedure: in writing", etc.)

[Deadlines for the procedure to change the tuition payment account]

Procedure using the CREPiCO terminal at the Waseda Portal Office (WPO) (Administrative Office, Tokorozawa Campus; IPS Administrative Office): Please complete the procedure **approximately six weeks** before the debit transfer date.

* Procedure via the Internet (using the Waseda University Tuition Payment Account Web Registration System): Please complete the procedure **approximately four weeks** before the debit transfer date.

Procedure using the Application Form for Automatic Debit Transfer of Tuition and Fees (in writing): Please submit the document to the University by mail **approximately three months** before the debit transfer date.

Support Anywhere

Support Anywhere is a useful website for current Waseda University students. It is a one-stop encyclopedia covering a variety of on-campus information to help students efficiently access the information they need to know. Guardians are also welcome to refer to this site.

Support Anywhere

URL : https://wnpspt.waseda.jp/student_en/supportanywhere/



6. Contacts for inquiries

Inquiries about tuition and fee amounts, the deferred payment procedure, how to change the tuition payer, issuance of certificates, etc. (general inquiries about tuition and fees other than the tuition payment account registration/change procedure)

⇒ **Please contact the student's school office.**

Waseda University Website (English Version) top page > Study With Us > Academic Listings

URL : <https://www.waseda.jp/top/en/academics>



Procedure to register/change a tuition payment account

⇒ **Please use the inquiry form from the link below for inquiries.**

Waseda University Website (Japanese Version) top page

> Left Side Menu > About Waseda > Waseda Overview > 組織 Organization

> 財務部 Financial Affairs Division > 学費等の納入について Payment of Tuition and Fees

> Inquiry > Inquiry Form for Tuition Payment Account Registration

URL: <https://www.waseda.jp/top/about/work/organizations/financial-affairs/tuitionandfees>



[Issued by Accounting Section, Financial Affairs Division, Waseda University]