

Select a question.

### **Schedule of payment**

Page.02- Sending the Notice of Tuition Fee Payment

Page.04- Sending and Reissue of the Bank Transfer Request Form

Page.06- Tuition Payment Due Date / About installments or payment extensions

### **Tuition Payment Methods**

Page.07- Tuition Payment Methods

Page.08- Bank transfers from a financial institution counter

"Payment by bank transfer using the Bank Transfer Request Form"

Page.09- Bank transfers from a financial institution counter

"Payment using Japanese ATM or Internet banking"

"Payment using the Ritsumeikan University Tuition Payment Site by credit card or Pay-easy (online banking)"

Page.11- Paying tuition from a financial institution outside Japan

"Payment by the Convera GlobalPay for Students"

### **Amount of tuition, etc.**

Page.12- Tuition/Enrollment Fee

Page.14- Breakdown of Others

### **Tuition Payment Site**

Page.16- About the Service in General

Page.17- About Credit Card Payments

Page.18- About Pay-easy Payments

About the System

Troubleshooting

### **Other Procedures**

Page.19- About the Receipt of Payment of Ritsumeikan University Tuition Fees

Confirmation of Payment of Ritsumeikan University Tuition Fees

Page.21- Refund of tuition and other fees (Tuition Fee Reimbursement)

Page.25- About Scholarships (various types of reductions and exemptions) , Tuition Fee Loans

Page.26- About service

Others

Please use the English chatbot.

## Schedule of payment

### Sending the Notice of Tuition Fee Payment

When will I get my tuition fee invoice?

The Notice of Tuition Fee Payment will be sent to current students between in the middle of April and June for the spring semester and between in the middle of October and December for the fall semester.

Regarding Tuition Payment (Methods of Payment and schedule) : <https://www.ritsumei.ac.jp/tuitionfees/methods/>

Where will my tuition fee invoice be sent?

The Notice of Tuition Fee Payment will be sent to the address in Japan registered with the university as your tuition billing address. Your tuition billing address can be checked on CAMPUS WEB (students-only page).

If there are any changes to your billing address after enrollment, please notify the Manabi Station on your campus. (applications must be made by the student themselves) If you do not change the your billing address , it will not be delivered to the new address. In addition, we do not mail the Notice of Tuition Fee Payment overseas.

CAMPUS WEB : <https://cw.ritsumei.ac.jp/campusweb/login.html>

Study Support Site (Procedures for Changes to Personal Information) :

[https://www.ritsumei.ac.jp/pathways-future/eng/student\\_life/personal\\_info.html/](https://www.ritsumei.ac.jp/pathways-future/eng/student_life/personal_info.html/)

Ritsumeikan University (Contact) : <https://en.ritsumei.ac.jp/contact/>

How do I change my tuition fee billing address?

Students are required to notify the Manabi Station on their campus of any changes in their tuition fee billing address (applications must be made by the student themselves). Your tuition billing address can be checked on CAMPUS WEB (students-only page).

If you do not change the your billing address , it will not be delivered to the new address. In addition, we do not mail the Notice of Tuition Fee Payment overseas.

CAMPUS WEB : <https://cw.ritsumei.ac.jp/campusweb/login.html>

Study Support Site (Procedures for Changes to Personal Information) :

[https://www.ritsumei.ac.jp/pathways-future/eng/student\\_life/personal\\_info.html/](https://www.ritsumei.ac.jp/pathways-future/eng/student_life/personal_info.html/)

Study Support Site (Tuition) : [https://www.ritsumei.ac.jp/pathways-future/eng/tuition\\_scholarships/tuition.html/](https://www.ritsumei.ac.jp/pathways-future/eng/tuition_scholarships/tuition.html/)

Ritsumeikan University (Contact) : <https://en.ritsumei.ac.jp/contact/>

Can you send the bank transfer request form to me while I am overseas?

We do not mail the Notice of Tuition Fee Payment overseas. So, please check the tuition fee amount on the CAMPUS WEB (students-only page) and at "2. Paying tuition from a financial institution outside Japan" in the Methods of Payment and Schedule section of the "Regarding Tuition Payment" website.

Please notify the Manabi Station of any changes in your tuition billing address. Your tuition billing address can be checked on CAMPUS WEB (students-only page).

Regarding Tuition Payment (Methods of Payment and Schedule) : <https://www.ritsumei.ac.jp/tuitionfees/methods/>

CAMPUS WEB : <https://cw.ritsumei.ac.jp/campusweb/login.html>

Ritsumeikan University (Contact) : <https://en.ritsumei.ac.jp/contact/>

Study Support Site (Procedures for Changes to Personal Information) :

[https://www.ritsumei.ac.jp/pathways-future/eng/student\\_life/personal\\_info.html/](https://www.ritsumei.ac.jp/pathways-future/eng/student_life/personal_info.html/)

I have not received my tuition fee invoice yet.

If there is a change in the tuition fee billing name or address the Notice of Tuition Fee Payment/bank transfer request form may not arrive. Please check with the Manabi Station at your campus yourself (inquiries by others not accepted). In addition, we do not mail the Notice of Tuition Fee Payment overseas.

Your tuition billing address can be checked on CAMPUS WEB (students-only page).

CAMPUS WEB : <https://cw.ritsumei.ac.jp/campusweb/login.html>

Ritsumeikan University (Contact) : <https://en.ritsumei.ac.jp/contact/>

Study Support Site (Procedures for Changes to Personal Information) :

[https://www.ritsumei.ac.jp/pathways-future/eng/student\\_life/personal\\_info.html/](https://www.ritsumei.ac.jp/pathways-future/eng/student_life/personal_info.html/)

If you wish to request the bank transfer request form be reissued, current students can download it from CAMPUS WEB.

Regarding Tuition Payment (Reissue of the Bank Transfer Request Form) :

<https://www.ritsumei.ac.jp/tuitionfees/news/detail/?id=9>

## Sending and Reissue of the Bank Transfer Request Form

I received "Warning regarding Removal from the Register Due to Unpaid Tuition, Matriculation Fees, and/or Special Enrollment Fees" from Ritsumeikan even though I already paid my tuition fee.

Due to administrative reasons, "Warning regarding Removal from the Register Due to Unpaid Tuition, Matriculation Fees, and/or Special Enrollment Fees" may arrive after the payment has already been made.

Payment status can be checked by students on CAMPUS WEB (students-only page).

CAMPUS WEB : <https://cw.ritsumei.ac.jp/campusweb/login.html>

If the payment is not reflected in the payment information after a few days, the deposit may have been placed on hold due to insufficient student information at the time of transfer. So, please submit the "Notification of tuition payment (for students only)" from the URL below to inform us of your payment.

Regarding Tuition Payment (Notification of tuition payment) :

<https://www.ritsumei.ac.jp/tuitionfees/news/detail/?id=9>

Will a Bank Transfer Request Form be sent with my notice "Warning regarding Removal from the Register Due to Unpaid Tuition, Matriculation Fees, and/or Special Enrollment Fees"?

No bank transfer request form (payment slip) is enclosed with the notice "Warning regarding Removal from the Register Due to Unpaid Tuition, Matriculation Fees, and/or Special Enrollment Fees".

If you do not have your bank transfer request form on hand, current students can download it from CAMPUS WEB. For those who are not current students, please apply to have it reissued using the application form below. The new bank transfer request form will be mailed to the address you specify in about 1 to 2 weeks from the date of application. In addition, we do not mail the Notice of Tuition Fee Payment overseas.

Regarding Tuition Payment (Reissue of the Bank Transfer Request Form) :

<https://www.ritsumei.ac.jp/tuitionfees/news/detail/?id=9>

If you need to change your name or address, please make the change at the Manabi Station on your campus (applications must be made by the student themselves).

I have already paid the tuition fees for the spring semester.

When will I receive my bank transfer request form for the fall semester? Do I need to apply?

Current students who have already paid the spring semester tuition fees, the notice Regarding tuition payments for fall semester will be sent to you after the start of the fall semester (October).

This information will be sent to all students who have the remaining tuition fees. So, you do not need to apply.

Regarding Tuition Payment (Methods of Payment and Schedule) : <https://www.ritsumei.ac.jp/tuitionfees/methods/>

I am scheduled to graduate in September, but I received a bank transfer request form for the spring semester and an annual one.

Why did I receive a bank transfer request form for both the Spring semester and the full year?

If you are scheduled to graduate/complete your degree in September, please pay using the bank transfer request form for the spring semester. Until the end of the spring semester (when the spring semester graduation or completion is confirmed), the annual tuition amount will be displayed.

I applied for a leave of absence, but I have received my notice of tuition fee payment.

If you are in the process of applying for a leave of absence, etc., please wait until you are notified by the Administrative Office of your College or Graduate School before making your payment.

Ritsumeikan University (Contact) : <https://en.ritsumei.ac.jp/contact/>  
Study Support Site : <https://www.ritsumei.ac.jp/pathways-future/eng/>

I would like to pay in installments, but there was no bank transfer request form for installments in the notice of permission to the Re-enrollment.

No bank transfer request form (payment slip) for installments is enclosed with the notice of permission to the Re-enrollment.

If you need it, please apply to have it reissued using the application form below. The new bank transfer request form will be mailed to the address you specify in about 1 to 2 weeks from the date of application. In addition, we do not mail it overseas.

Regarding Tuition Payment (Reissue of the Bank Transfer Request Form) :

<https://www.ritsumei.ac.jp/tuitionfees/news/detail/?id=9>

If you need to change your name or address, please make the change at the Manabi Station on your campus (applications must be made by the student themselves).

I have lost my tuition fee payment slip. Can I get it reissued?

The method of reissuing the Bank Transfer Request Form for current students has been changed since December 2024. Current students can download it from CAMPUS WEB.

Regarding Tuition Payment (Reissue of the Bank Transfer Request Form) :

<https://www.ritsumei.ac.jp/tuitionfees/news/detail/?id=9>

## Tuition Payment Due Date / About installments or payment extensions

When is the tuition fee payment deadline?

Please refer to the following website for details of the payment deadline.

Regarding Tuition Payment (Methods of Payment and schedule) : <https://www.ritsumei.ac.jp/tuitionfees/methods/>

What happens if I don't pay my tuition, matriculation fee, special enrollment fee by the deadline?

If the spring semester tuition payment is not completed by the end of August or the fall semester tuition payment is not completed by the end of February, the student will be expelled for non-payment of tuition.

If the spring semester tuition payment is not made by July 10 or the fall semester payment is not made by January 10, the student and their guarantor will receive "Warning regarding Removal from the Register Due to Unpaid Tuition, Matriculation Fees, and/or Special Enrollment Fees" from the Administrative Office of the College or Graduate School to which the student belongs.

Is it possible to pay my tuition fee in installments?

Is it possible to extend the tuition fee payment deadline?

Current students do not need to apply for paying by installments or extension of payment date.

If you use the bank transfer request form in installments, the payment amount must be written in prior to use.

The due dates for payment installments or payment extensions are as follows.

Regarding Tuition Payment (Methods of Payment and schedule) : <https://www.ritsumei.ac.jp/tuitionfees/methods/>

Is there a late fee if I don't pay my tuition fee by the due date?

There are no fees for installments or payment extensions.

The due dates for payment installments or payment extensions are as follows.

Regarding Tuition Payment (Methods of Payment and schedule) : <https://www.ritsumei.ac.jp/tuitionfees/methods/>

## Tuition Payment Methods

I do not know my Payer Code.

The payer code is a 17-digit number that appears in the payer field.

Payer Code (振込依頼人コード) is listed on the bank transfer request form enclosed with the tuition payment information sent to your billing address.

If you have lost your bank transfer request form, Your Payer Code can be checked on "CAMPUS WEB (students-only page)". The code is changed every academic year. (It can be used from April to the end of February, but not in March.)

CAMPUS WEB : <https://cw.ritsumei.ac.jp/campusweb/login.html>

For tuition payment, please be sure to enter the payer information as written on the Bank Transfer Request Form (i.e., 17-digit number and the student's name.) In the case of a character limit when you make a transfer, please enter 17-digit numbers first, and then enter the number of characters allowed for the student name. The University will not be able to identify individual students for transfers that are missing the payer information code or payments made using a name other than the student's (e.g., the parent's) name, and as a result, the payment status will not be reflected online and may be stated as "unpaid."

The bank indicated on the bank transfer request form is not nearby. What should I do?

Even if the bank is not listed on the bank transfer request form, you can transfer payments from any bank or financial institution where "telegraphic transfers" are available. However, you will be responsible for any transfer fees incurred at the time of transfer.

In addition, it will be possible to use the "Ritsumeikan University Tuition Payment Site" to pay your tuition and other fees (by credit card or Pay-easy (online banking)) from the AY 2022 Spring Semester. A system usage fee is required for payment via this site.

Regarding Tuition Payment (Ritsumeikan University Tuition Payment Site) :

<https://www.ritsumei.ac.jp/tuitionfees/payment/>

If I pay in installments, are there any conditions, fees or minimum payment amounts?

If you are a current student, there are no conditions, fees or minimum installment payments for the installment payment system.

You can set your preferred installment payment amount within the amount billed each semester. Please fill in the amount on the bank transfer request form for each installment payment you make if your bank transfers is made through Japanese bank teller counter. For more information on paying in installments, please see the Methods of Payment and Schedule page.

Regarding Tuition Payment (Methods of Payment and Schedule) : <https://www.ritsumei.ac.jp/tuitionfees/methods/>

Can I pay my tuition fee by automatic payment from bank account?

Can I pay my tuition fee by check?

Can I pay my tuition fee in cash?

Ritsumeikan University does not offer automatic payment straight from your account. We do not accept checks or cash at University counters. Please use the bank transfer request form enclosed in the Notice of Tuition Fee Payment and make the payment at a financial institution by the due date.

## Bank transfers from a financial institution counter

### "Payment by bank transfer using the Bank Transfer Request Form"

Can I use an out of date payment form?

It is possible to use out of date forms, but only for the current academic year.  
However, please be aware that it is not possible to pay spring semester tuition fee after the end of August or fall semester tuition fee after the end of February.  
Bank transfer request forms with a different academic year printed on them cannot be used.

I no longer live at the address I registered for my tuition fee bills.

Can I still use the bank transfer request form even though it has my old address on it?

Even if the address on the bank transfer request form is different it can still be used.  
To change your name and address for tuition fee billing, please contact the Manabi Station at your campus yourself (notification by others not accepted) (only students themselves can apply) .

If they do not change the thier billing address , it will not be delivered to the new address.  
We do not mail the Notice of Tuition Fee Payment overseas.

Ritsumeikan University (Contact) : <https://en.ritsumei.ac.jp/contact/>

My bank transfer request form has no amount printed on it.

Bank transfer request forms with no amount printed on them are for installment payments.  
Please fill in the amount on the bank transfer request form for each installment payment you make if your bank transfers is made through Japanese bank teller counter.

For more information on paying in installments, please see the Methods of Payment and Schedule page.

Regarding Tuition Payment (Methods of Payment and Schedule) : <https://www.ritsumei.ac.jp/tuitionfees/methods/>



## Bank transfers from a financial institution counter

### "Payment using Japanese ATM or Internet banking"

### "Payment using the Ritsumeikan University Tuition Payment Site by credit card or Pay-easy (online banking)"

Can I pay my tuition fee using an Japanese ATM? Can I pay my tuition fee online?

When using Japanese ATM or Internet banking, please be sure to read the precautions on the back of the bank transfer request form before proceeding.

#### Important Notes:

If you make a transfer using an ATM or online banking, please be sure to enter the payer information as written on the Bank Transfer Request Form (i.e., 17-digit number and the student's name in katakana.) In the case of a character limit when you make a transfer, please enter 17-digit numbers first, and then enter the number of characters allowed for the student name. The University will not be able to identify individual students for transfers that are missing the payer information code or payments made using a name other than the student's (e.g., the parent's) name, and as a result, the payment status will not be reflected online and may be stated as "unpaid."

If you are unable to enter the payer information, please contact the Office of Finance and Accounting. (Please inform us of your College, name, ID number, amount transferred, date of transfer, name of the bank/branch where the transfer was made and the destination bank).

#### About Bank Transfer Fees:

If you make the payment from the counter of a financial institution using the University's tuition fee payment form, no fees will be charged between the head office and branches of the institutions listed on the bank transfer request form enclosed in the Notice of Tuition Fee Payment.

Please note that you will be responsible for any transfer fees or other charges incurred if you transfer funds by other means. However, the handling of fees may differ for non-residents who complete the transfer procedure. For more details, please contact the financial institution directly.

From the AY 2022 Spring Semester, it will be possible to use the "Ritsumeikan University Tuition Payment Site" to pay your tuition and other fees (by credit card or Pay-easy (online banking)). A system usage fee is required for payment via this site.

Regarding Tuition Payment (Ritsumeikan University Tuition Payment Site) :

<https://www.ritsumei.ac.jp/tuitionfees/payment/>

I was unable to enter my whole name and the transfer client number in the message field of my tuition fee payment. (Bank transfers from an ATM or Internet Banking)

In the case of a character limit when you make a transfer, please enter 17-digit numbers first, and then enter the number of characters allowed for the student name. If you can't enter your payer code (17-digit number), please submit a Notification of tuition payment (your transfer information) via the URL below. Ritsumeikan University Office of Finance and Accounting will correct the Bank Transfer Payer Name section. This page is for students only.

Regarding Tuition Payment (Notification of tuition payment) : <http://www.ritsumei.ac.jp/tuitionfees/news/detail/?id=9>

I want to pay my tuition fee via ATM or internet banking, but I cannot make it in one payment due to the daily transfer limit. Can I pay the tuition fee in several installments?

You can make several separate payments. Please fill out the Bank Transfer Payer Name section (17-digit number and student name) on the bank transfer request form at the time of all transfers. If the 17-digit number and the Transfer Payer Name are not entered correctly and the payer cannot be verified, the transfer may be treated as unpaid. Please note that you will be responsible for any fees incurred when you make a payment.

Can I pay tuition fees with a credit card?

Tuition and fees can be paid by credit card or Pay-easy (online banking) using the website of "Ritsumeikan University Tuition Payment Site".

A system usage fee is required to use this system. The system usage fee varies depending on the payment method. Please confirm the system usage fee amount by doing a trial calculation on this website before proceeding.

Regarding Tuition Payment (Ritsumeikan University Tuition Payment Site) :

<https://www.ritsumei.ac.jp/tuitionfees/payment/>

What is university's account information for paying tuition fees?

You will find university's account information on the Bank Transfer Request Form sent to you by mail.

If you do not have your bank transfer request form on hand, current students can download it from CAMPUS WEB.

Download the Bank Transfer Request Form for Japanese Banks : <https://cw.ritsumei.ac.jp/campusweb/login.html>

## Paying tuition from a financial institution outside Japan "Payment by the Convera GlobalPay for Students"

Can I pay my tuition fee from overseas?

Please refer to "2. Paying tuition from a financial institution outside Japan" in the "Methods of Payment and Schedule" section of the website below.

Regarding Tuition Payment (Methods of Payment and Schedule) : <https://www.ritsumei.ac.jp/tuitionfees/methods/>

I can't use Convera GlobalPay for Students.

Only in cases where the above Convera GlobalPay for Students cannot be used for some reason will we accept foreign remittances made directly from financial institutions to the University's bank account.

In the case of foreign remittance, fees will be deducted at the banks of both countries, so please add 10,000 yen to the amount stated in the bank transfer request form to cover these fees before transferring. If the amount paid exceeds one year of tuition plus membership fees after bank fees are paid, the remaining balance will be refunded at a later date.

[Payee Bank Information]

Bank: SUMITOMO MITSUI BANKING CORPORATION

Branch: Kyoto Branch

Bank address: 8 Naginatabokocho, Shimogyo-ku, Kyoto 600-8008 JAPAN

Tel: +81-75-211-4131

SWIFTCD: SMBC JP JT

[Payee Account Information]

Account Holder: Ritsumeikan University

Account Holder's Address: 8 Nishinokyo-Higashi-Toganoocho, Nakagyo-ku, Kyoto 604-8520 JAPAN

Account Type: Savings Account

Account Number: 5411699

CAUTION: Be sure to enter both the payer's code (or student ID number) and the student's name (in English) in the message section. If the student's name cannot be confirmed, the student may be considered as not having paid, so please be sure to enter this information.

International student: I tried to send money from overseas using Convera GlobalPay for Students, but the amount I want to transfer is different from the amount shown on CAMPUS WEB.

If you wish to remit an amount different from the amount the CAMPUS WEB indicates is remaining due to a reason like a leave of absence, please follow the procedure from the link "For international students:If you would like to make your tuition/fees payment for the next academic year click here" in the "2. Paying tuition from a financial institution outside Japan" section of the Methods of Payment and Schedule page. Please enter the amount manually.

Regarding Tuition Payment (Methods of Payment and Schedule) : <https://www.ritsumei.ac.jp/tuitionfees/methods/>

## Amount of tuition, etc.

### Tuition/Enrollment Fee

How are tuition fees determined?

To learn more about Ritsumeikan's approach to financial management.

Ritsumeikan University (Financial Management) : <https://www.ritsumei.ac.jp/financialreport/> (in Japanese only)

How much is my tuition fee?

Students are able to inquire about their tuition fee payment information themselves using CAMPUS WEB (students-only page).

CAMPUS WEB : <https://cw.ritsumei.ac.jp/campusweb/login.html>

Do I get a discount for paying my tuition fee in one go?

There is no change in the annual tuition fee amount whether it is paid as a lump sum or in two installments (spring and fall semesters). The amount remains the same even in the case of installments or a payment extension. In addition, please note that tuition fee payments are paid year by year so we cannot accept payments for several years at once.

What happens to my tuition fees if I take a leave of absence?

If you wish to take a leave of absence, etc., please apply to the Administrative Office of your College or Graduate School by the designated date. If you have applied for a leave of absence, etc., please wait until you are notified of the result of your application by the Administrative Office of your College or Graduate School before paying your tuition fees.

Ritsumeikan University (Contact) : <https://en.ritsumei.ac.jp/contact/>

Study Support Site : <https://www.ritsumei.ac.jp/pathways-future/eng/>

Undergraduate students: How much will my tuition fees if I study abroad?

The handling of the Ritsumeikan's tuition fees varies depending on the study abroad program. For more information, please refer to the study abroad program application guidelines.

Ritsumeikan University (Contact) : <https://en.ritsumei.ac.jp/contact/>

Undergraduate students:

I heard that if I stay in university longer than the standard length of enrollment, then my tuition will be halved, but I received a notice of tuition payment for the regular amount. Why is that?

Undergraduate students: Student's tuition fees will not be decreased to half of the usual amount during the period before course registration is confirmed, or in the case that the student does not meet the requirements stipulated in the Ritsumeikan University Regulations. For more details, please refer to schedule (Students whose total enrollment period exceeds the standard enrollment period) .For details on tuition, please refer to the "Academic Handbook For All Undergraduate Students (II. Tuition)(Conditions Pertaining to Tuition Payable by Students Whose Total Enrollment Period Exceeds the Standard Enrollment Period)" and following page.

Regarding Tuition Payment (Methods of Payment and Schedule) : <https://www.ritsumei.ac.jp/tuitionfees/methods/>  
Study Support Site (Regulations of the university) :  
<https://www.ritsumei.ac.jp/pathways-future/eng/others/regulations.html/>  
Study Support Site : <https://www.ritsumei.ac.jp/pathways-future/eng/>

Undergraduate students: How much will my tuition fee be if I don't graduate on schedule?

Undergraduate Students:

The tuition for 5th year students (7th year students for the School of Pharmacy and Pharmaceutical Sciences) and thereafter is the same as for 4th year students (6th year students for the School of Pharmacy and Pharmaceutical Sciences).

However, for students whose period of enrollment exceeds the standard term for course completion term of study, if the total number of registered credits for graded courses and the number of credits approved for graduation due to study abroad or credit transfer does not exceed 8 credits, tuition for the semester will be half that of the regular tuition. (This does not apply to long-term degree students).

For more details, please refer to "Information regarding tuition for "Students whose period of attendance at the University has exceeded the standard completion term" provided in the Academic Handbook and enclosed with the Notice of Tuition Fee Payment.

Students who have questions or concerns about grades or course registration should check directly with the Administrative office of their College.

Ritsumeikan University (Contact) : <https://en.ritsumei.ac.jp/contact/>  
Study Support Site : <https://www.ritsumei.ac.jp/pathways-future/eng/>

Graduate students: What happens to my tuition fees if I don't graduate on schedule (i.e., if my period of enrollment exceeds the standard term for degree completion)?

Graduate students:

Please refer to the Ritsumeikan University Graduate School Regulations on the following website for the amount of tuition and fees for students whose period of study exceeds the standard term of study. Students are able to inquire about their tuition fee payment information themselves using CAMPUS WEB (students-only page).

Study Support Site (Regulations of the University) :  
<https://www.ritsumei.ac.jp/pathways-future/eng/others/regulations.html/>

## Breakdown of Others

### What membership fees do I need to pay?

In addition to tuition, Ritsumeikan University also collects membership fees on behalf of the following organizations. Membership fees are already included in the amount printed on the bank transfer request form. For more details, please contact each association directly.

#### < Contact Information for Each Organization >

- Student Government Board (Student Council), Federation of Graduate Students Associations  
→Contact the Office of Student Affairs on your campus
- Academic Associations  
→Contact the Administrative Office of your College or Graduate School
- Undergraduate/Graduate School Alumni Association  
→Contact the Administrative Office of your College or Graduate School
- Ritsumeikan University Alumni Association  
→Contact the Ritsumeikan University Alumni Association Office
- Parents Association of Student Education Assistance  
→Contact the Ritsumeikan University Parents Association of Student Education Assistance

Ritsumeikan University (Contact) : <https://en.ritsumei.ac.jp/contact/>

### Do we have to pay membership fees? Can we opt out of our memberships?

In addition to tuition, Ritsumeikan University also collects membership fees on behalf of the following organizations. Membership fees are already included in the amount printed on the bank transfer request form.

For more details, please contact each association directly.

#### < Contact Information for Each Organization >

- Student Government Board (Student Council), Federation of Graduate Students Associations  
→Contact the Office of Student Affairs on your campus
- Academic Societies  
→Contact the Administrative Office of your College or Graduate School
- Undergraduate/Graduate School Alumni Association  
→Contact the Administrative Office of your College or Graduate School.
- Ritsumeikan University Alumni Association  
→Contact the Ritsumeikan University Alumni Association Office
- Parents Association of Student Education Assistance  
→Contact the Ritsumeikan University Parents Association of Student Education Assistance

Ritsumeikan University (Contact) : <https://en.ritsumei.ac.jp/contact/>

Undergraduate students:

Why is my tuition fee this year higher than last year? I am currently a 4th year undergraduate student.

In addition to tuition, Ritsumeikan University also collects membership fees on behalf of the following organizations. Of the various membership fees, students are only required to pay the Ritsumeikan University Alumni Association and Undergraduate Alumni Association fees in their fourth year (sixth-year student only for the Department of Pharmacy, College of Pharmaceutical Sciences).

For more details, please contact each association directly.

< Contact Information for Each Organization >

- Student Government Board (Student Council), Federation of Graduate Students Associations  
→Contact the Office of Student Affairs on your campus.
- Academic Associations  
→Contact the Administrative Office of your College or Graduate School.
- Undergraduate/Graduate School Alumni Association  
→Contact the Administrative Office of your College or Graduate School.
- Ritsumeikan University Alumni Association  
→Contact the Ritsumeikan University Alumni Association Office.
- Parents Association of Student Education Assistance  
→Contact the Ritsumeikan University Parents Association of Student Education Assistance.

Ritsumeikan University (Contact) : <https://en.ritsumei.ac.jp/contact/>

Why does my fall semester tuition fee bill say remaining annual balance?

Fall semester payments are shown as the balance of the whole year because scholarships and other adjustments for the spring semester may also be included.

A breakdown of the tuition fee amount is available on CAMPUS WEB (students-only page).

CAMPUS WEB : <https://cw.ritsumei.ac.jp/campusweb/login.html>

## Tuition Payment Site

### About the Service in General

I want to check my payment status.

Access the Ritsumeikan University Tuition Payment Site.

Enter your Student ID No. (11 digits) and the Payer Code (17 digits) found on the payment slip, then press the "Login" button.

I cannot login.

Please check your student ID number (11 digits) and the payer code on your payment slip (17 digits).

The operation screen is not working properly. Is there any way to fix this?

The operation screen may not work properly depending on your browser settings and/or operating environment. Please try using a different browser (e.g., Google Chrome/ Internet Explorer/ Safari/ Microsoft Edge, etc.) and a different operating environment (i.e., PC or smartphone).

Is it possible to cancel a payment?

Payment cannot be canceled after the payment procedure is completed.

In the case of payment by credit card, it is not possible to change the card information or "number of payments."

After completing the payment process, I noticed that the cardholder name is incorrect.

What should I do?

If you have completed the payment process, you do not need to correct the cardholder name.

Please be assured that the payment has been completed correctly.

I've missed the payment deadline. Is it still possible to carry out the payment procedure?

For payment procedures after the deadline has passed, please contact the university.

What is the system usage fee?

The system usage fee is a fee required in accordance with the payment amount when using this site for tuition payment.

Is it unnecessary to complete the payment procedure again for the next academic year after completing the procedure once, as is the case with bank account transfers (automatic payment)?

This system is not like a bank account transfer (automatic payment) where you only need to carry out the procedure once and subsequent amounts due will be automatically withdrawn. Please keep this in mind for future payments.

I don't know my student ID number and/or payer code. What should I do?

You will find the information on the payment form (transfer request form) sent to you by mail.



## About Credit Card Payments

Can I pay by credit card if I go to the university's Office of Finance and Accounting?

Credit card payments are not accepted at the Office's counter.

Can I use prepaid cards, debit cards, or cards issued overseas?

Any card with the logo of one of the five major international brands can be used (i.e., Visa, Mastercard, JCB, American Express, or Diners Club).

Can I pay with a credit card for which the cardholder name is not the student?

It is possible to pay with a credit card that is not in the student's name. Please have the cardholder complete the payment procedure.

Can I choose the number of payments for a credit card payment in advance?

The payment methods available are lump-sum payment and installment payment (i.e., 3, 5, or 6 installments).

\*Available payment methods and fees vary with each card issuer. For more information, please contact your card issuer directly.

\*Please note that even if you choose to pay in installments, the system usage fee will be paid as a lump-sum payment. The URL is valid for 30 days. However, payment cannot be made beyond the payment due date on the payment slip.

Can I change the number of payments for a credit card payment after the process is completed?

Please be aware that it is not possible to change the number of payments after the payment procedure is completed.

If I pay by credit card, when will the payment date be?

The payment date will be the day the payment procedure is completed (i.e., the credit card usage date).

How long does it take for the payment to be reflected in my credit card statement?

F-REGI Co., Ltd. is unable to confirm this information.

Please contact the card issuer shown on the back of your card.

When will the amount be withdrawn after having paid by credit card?

The withdrawal date differs depending on the credit card company.

Click on the link below for a list of withdrawal dates for major credit card issuers (Japanese only).

[https://www.f-regi.com/document/credit\\_payment.html](https://www.f-regi.com/document/credit_payment.html)

## About Pay-easy Payments

When does the link for carrying out the procedure expire?

It is valid until the day after application procedures are completed. However, on the payment deadline day, payment procedures must be completed by 23:30 JST.

Is it possible to cancel a Pay-easy payment procedure?

< If the payment process has been completed >

Payment cannot be canceled after the payment procedure is completed.

< If the payment process has NOT been completed >

If you have not completed the payment procedure at your financial institution when your payment application is received, the application will be automatically cancelled.

## About the System

Is the system secure?

The information you enter on this site is protected by an encryption technology called SSL (Secure Sockets Layer), so please use this site with peace of mind.

## Troubleshooting

An error message is shown on the screen and I am unable to proceed.

- If you receive an error after entering your credit card information, please contact the card issuer shown on the back of your card.
- If you receive a session error, please try starting the process again from the homepage. If you are not sure what is causing the error, please check the error message and then contact the operator of this site (F-REGI Co., Ltd.) using the contact form via the link below (Japanese only).

The message "Please check your card number (201)" (カード番号を確認してください (201) ) is displayed.

Please make sure that the credit card information is correct and try again.

I am unable to receive the payment procedure completion email.

If you have set your account to receive emails with specific addresses or domains, please register "@pay.f-regi.com" as an allowed domain.

Why does the payment procedure completion email contain garbled text?

The email text may not be displayed correctly when using some email clients or if a different character encoding is selected.

Please change the character encoding settings and check if the text is still shown as garbled.

Where should I contact for inquiries?

For inquiries regarding tuition payments, please contact us through the chatbot on the following website (Japanese only).

<https://www.ritsumeai.ac.jp/tuitionfees/>

## Other Procedures

### About the Receipt of Payment of Ritsumeikan University Tuition Fees

I would like a receipt to prove I paid my tuition fee.

Issue receipt of tuition fees (current students only)

Current students can download it from CAMPUS WEB.

CAMPUS WEB : <https://cw.ritsumei.ac.jp/campusweb/login.html>

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※The method of issuing receipt of tuition fees for current students has been changed since September 2023.

Before the change: Application from the website for "Regarding Tuition Payment"

After the change: Downloaded from CAMPUS WEB by the student himself/herself

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Issue receipt of tuition fees (are not current students, i.e., Graduation / completion, etc.)

Please apply using the application form below. It takes approximately 1-2 weeks from the time of application for the receipt to be issued. Please apply well in advance, as it will take more time if your application is made during the university's vacation periods, such as summer vacation, year-end and New Year's holidays, etc.

Regarding Tuition Payment

(Issue receipt of tuition fees for people who are not current students, i.e., Graduation / completion, etc.,) :

<https://www.ritsumei.ac.jp/tuitionfees/news/detail/?id=9>

Study Support Site

(Issuance of Certificates, Certificate Stamps, and Student Discount Certificates) :

[https://www.ritsumei.ac.jp/pathways-future/eng/student\\_life/certificate.html/](https://www.ritsumei.ac.jp/pathways-future/eng/student_life/certificate.html/)

### Confirmation of Payment of Ritsumeikan University Tuition Fees

I made a payment and I would like to check that you received it.

Payment status can be checked by students themselves via the CAMPUS WEB (students-only page) and at the "Ritsumeikan University Tuition Payment Site".

In order to log in to the Ritsumeikan University Tuition Payment Site, you will need your student ID number and payer code (振込依頼人コード).

CAMPUS WEB : <https://cw.ritsumei.ac.jp/campusweb/login.html>

Regarding Tuition Payment (Ritsumeikan University Tuition Payment Site) :

<https://www.ritsumei.ac.jp/tuitionfees/payment/>

I made an overseas remittance, but the Payment Information is not reflected in CAMPUS WEB.

It takes several days for the payment Information to be reflected in CAMPUS WEB. Please check back in a few days.

In addition, a payment error may occur if there is no Transfer Payer Number/student ID number. Students themselves may be notified via manaba+R or their campus email address.

If your payment is not reflected after a few days, please submit the notification of tuition fee payment from the URL below to inform us of your payment. This page is for students only.

Regarding Tuition Payment (Notification of tuition payment) : <http://www.ritsumei.ac.jp/tuitionfees/news/detail/?id=9>

## Refund of tuition and other fees (Tuition Fee Reimbursement)

Is it possible to get my tuition fee payment returned?

Tuition fees, once paid, will not be refunded for any reason, except as stipulated in the Ritsumeikan University Regulations and the Ritsumeikan University Graduate School Regulations. For details, please refer to the respective regulations on the Regulations of the University website.

If there is a partial refund, the Office of Finance and Accounting will send you a Tuition Refund Notice.

Study Support Site (Regulations of the University) :

<https://www.ritsumei.ac.jp/pathways-future/eng/others/regulations.html/>

How will taking a leave of absence effect the tuition fees I already paid?

If a leave of absence is granted, your tuition fee will be converted to a Registration Continuation fee (also known as a Matriculation Fee during the leave of absence period). The remaining difference between your tuition fee and the Registration Continuation fee (Matriculation Fee during the leave of absence period) can be refunded to you or applied to your next tuition payment. Please consult with the Administrative Office for your college or graduate school regarding the handling of your tuition balance when you apply for a leave of absence.

Please refer to the Ritsumeikan University Regulations or the Ritsumeikan University Graduate School Regulations regarding the Registration Continuation Fee (Matriculation Fee during the leave of absence period).

Ritsumeikan University (Contact) : <https://en.ritsumei.ac.jp/contact/>

Study Support Site (Regulations of the University) :

<https://www.ritsumei.ac.jp/pathways-future/eng/others/regulations.html/>

Study Support Site : <https://www.ritsumei.ac.jp/pathways-future/eng/>

For japanese students : I can't find my Refund Number (6-digit number).

< For Japanese students >

We will reissue Notice of Tuition Fee Refunds due to Overpayment. Please contact the Office of Finance and Accounting.

Ritsumeikan University (Contact) : <https://en.ritsumei.ac.jp/contact/>

< For international students >

International students have not their Refund Number. Please apply using the application below.

Regarding Tuition Payment (Refund request for international students) :

<https://www.ritsumei.ac.jp/tuitionfees/news/detail/?id=9>

Can I get my refund notice reissued?

Please contact the Office of Finance and Accounting. We will reissue the refund notice.

Ritsumeikan University (Contact) : <https://en.ritsumei.ac.jp/contact/>

I have finished the application for Tuition Fee Refunds due to Overpayment.

When will I get my refund?

If your refund request has no errors, we will transfer the funds to your designated account approximately one month after accepting your request form.

You can check the status of your tuition refund by going to CAMPUS WEB (students-only page) => Tuition and Fees Payment Information => Refund Information.

RISING-FDC registered members will be notified by email of the scheduled transfer date after the refund process is completed.

CAMPUS WEB : <https://cw.ritsumei.ac.jp/campusweb/login.html>

Please note that transfer errors do occur from time to time. RISING-FDC members will be notified at their registered email address in such cases.

I am thinking of withdrawing from the University, but I have already paid one year's tuition fee.

Tuition fees once paid will not be returned for any reason, except as stipulated in the Ritsumeikan University Regulations and the Ritsumeikan University Graduate School Regulations.

However, as stipulated in the school regulations, if a student withdraws or is expelled from the school by September 25, the amount already paid corresponding to tuition fees for the fall semester of the current year and thereafter will be returned, and if a student withdraws or is expelled by March 31, the amount already paid corresponding to tuition fees for the spring semester of the following year and thereafter will be returned.

For details, please refer to the respective regulations on the Regulations of the University website.

Please consult with your Administrative Office of your College or Graduate School regarding withdrawal procedures.

Ritsumeikan University (Contact) : <https://en.ritsumei.ac.jp/contact/>

Study Support Site (Regulations of the University) :

<https://www.ritsumei.ac.jp/pathways-future/eng/others/regulations.html/>

Study Support Site : <https://www.ritsumei.ac.jp/pathways-future/eng/>

I was awarded a scholarship. When will I receive my payment.

If you paid too much tuition fees due to scholarship adoption, it will be reduced and adjusted in the following semester. Please check CAMPUS WEB or the Tuition and Fees Payment Guide for the fall semester.

If the total amount paid for tuition fees exceed the annual tuition fees after the fall semester, the refund notice to be sent to your billing address (e-mail:manaba+R for international students) in May of the following year.

If you are an international student or expecting to graduate, please register a personal e-mail address that we can contact you after graduation.

CAMPUS WEB : <https://cw.ritsumei.ac.jp/campusweb/login.html>

Ritsumeikan University (Scholarship and subsidy system) : <https://www.ritsumei.ac.jp/scholarship/> (in Japanese only)

International Center Online Support Desk : <https://global.support.ritsumei.ac.jp/hc/en-us>

Undergraduate student: I have already paid the regular tuition fee for one year, but I am eligible to have my tuition fees reduced in accordance to the rules regarding those who's length of enrollment exceeds that of the standard term for course completion. Is the difference refundable?

Undergraduate students: The Office of Finance and Accounting will send a refund notice at a later date for the excess amount of tuition fees paid by those who meet the requirements for the tuition fee change as "students whose enrollment period exceeded the term of study" and have already paid. Refund information will be sent to spring semester graduates in late October and in late December for non-spring semester graduates.

International students : I am unable to edit the PDF of the consent form required for the refund process.

You may not be able to edit the file if you open it in a browser. Please download the file to your own computer, etc. then fill in the required information. No password is required. Fill out the required fields directly. Please refer to the explanation at the bottom of the PDF regarding the signature field.

After paying the tuition, the scholarship results were announced and I realized that I paid too much tuition fees. Is there any refund? Is there any refund even after graduation?

If you paid too much tuition fees due to scholarship adoption, it will be reduced and adjusted in the following semester. Please check CAMPUS WEB or the Tuition and Fees Payment Guide for the fall semester.

If the total amount paid for tuition fees exceed the annual tuition fees after the fall semester, the refund notice to be sent to your billing address (e-mail:manaba+R for international students) in May of the following year.

If you are an international student or expecting to graduate, please register a personal e-mail address that we can contact you after graduation.

CAMPUS WEB : <https://cw.ritsumei.ac.jp/campusweb/login.html>

Ritsumeikan University (Scholarship and subsidy system) : <https://www.ritsumei.ac.jp/scholarship/> (in Japanese only)

International Center Online Support Desk : <https://global.support.ritsumei.ac.jp/hc/en-us>

I received the refund notice, but I don't know why I received it.

If the total amount paid for tuition fees exceed the annual tuition fees due to scholarship (tuition fee reduction/exemption) adoption or the status of the transfers, a refund notice will be sent to the tuition fee billing address (e-mail:manaba+R for international students).

The time of sending the refund informations depend on the scholarship or the status of your payment.

The refund amount and payment status can be checked from CAMPUS WEB (students-only page).

If you check the status of previous years, you can check the CAMPUS WEB but not the website of "Ritsumeikan University Tuition Payment Site".

CAMPUS WEB : <https://cw.ritsumei.ac.jp/campusweb/login.html>

Regarding Tuition Payment (Confirmation of Refund Amount) :

<https://www.ritsumei.ac.jp/tuitionfees/news/detail/?id=9>



## About Scholarships (various types of reductions and exemptions) , Tuition Fee Loans and Others

I would like to know about scholarships and tuition fee loans.

If you would like to discuss the scholarships available for tuition fee payment, please contact the Office of Student Affairs at your campus. If you are an international student, please contact the International Center.

For more information about tuition fee loans, please check the information enclosed in the Notice of Tuition Fee Payment and contact the relevant financial institution directly for details.

Ritsumeikan University (Financial Aid) : <https://en.ritsumei.ac.jp/current-students/financial-aid/>

Ritsumeikan University (Contact) : <https://en.ritsumei.ac.jp/contact/>

I would like to check the amount of my scholarship.

Scholarship amounts can be found on CAMPUS WEB (students-only page).

For details, please contact the Office of Student Affairs at your campus (or the International Center for international students).

CAMPUS WEB : <https://cw.ritsumei.ac.jp/campusweb/login.html>

Ritsumeikan University (Contact) : <https://en.ritsumei.ac.jp/contact/>

Ritsumeikan University (Financial Aid) : <https://en.ritsumei.ac.jp/current-students/financial-aid/>

I am in the process of applying for a scholarship.

What should I do if the amount of the Bank Transfer Request Form that I have received may change?

I have been adopted for a scholarship.

When will I receive the Bank Transfer Request Form reflecting my scholarship information?

Please check the scholarship acceptance or rejection letter from the scholarship office where you are applying for the scholarship and pay the tuition payments.

Current students who have been adopted for scholarships will receive a tuition payment notice in the mail around April or mid-June for Spring semester, October or mid-December for Fall Semester that reflects the scholarship information. However, there are cases in which the time of sending the tuition payment notice depend on the scholarship.

Study Support Site (Scholarships) :

[https://www.ritsumei.ac.jp/pathways-future/eng/tuition\\_scholarships/scholarships.html/](https://www.ritsumei.ac.jp/pathways-future/eng/tuition_scholarships/scholarships.html/)

International Center Online Support Desk: <https://global.support.ritsumei.ac.jp/hc/en-us>

Regarding Tuition Payment (Methods of Payment and Schedule) : <https://www.ritsumei.ac.jp/tuitionfees/methods/>

In what cases can I get a reduction in my tuition fees?

The amount will change if the student takes a leave of absence, exceeds the standard term for course completion, or meets any other requirements stipulated in the Ritsumeikan University Regulations and Ritsumeikan University Graduate School Regulations.

For other inquiries regarding sudden changes in family finances, etc., please refer to the various scholarship programs.

Study Support Site (Regulations of the University) :

<https://www.ritsumei.ac.jp/pathways-future/eng/others/regulations.html/>

Ritsumeikan University (Financial Aid) : <https://en.ritsumei.ac.jp/current-students/financial-aid/>

## About service

About Convera GlobalPay for Students General Services/Tips and FAQs

(If you cannot find your desired question about Convera GlobalPay for Students service on the list provided by the chatbot)

Where can I contact Convera support? Where can I find payment status tracking?

Convera GlobalPay for Students service (Tips and FAQs) :

<https://students.convera.com/geo-buyer/ritsumeicsacjp#!/faqs>

Convera GlobalPay for Students service (Contact) : <https://students.convera.com/#!/contact-us>

Convera GlobalPay for Students service (Track your payment) :

<https://students.convera.com/geo-buyer/ritsumeicsacjp#!/tracking>

I would like to know when RISING-FDC is available.

RISING-FDC is available during the same hours as CAMPUS WEB.(CAMPUS WEB)

CAMPUS WEB will not be available during the hours below due to maintenance.

From 4:30 AM to 5:30 AM every day (During course registration periods: from 2:00 AM to 6:30 AM)(JST)

From 7:30 PM on every Wednesday to 9: 00 AM of the following day (JST)

(This maintenance may not be carried out in some cases).

manaba+R (Maintenance Schedule) : <https://www.ritsumei.ac.jp/ct/>

I can't access the app because I get the error message "Your request was denied."

Our university's security system may mistakenly detect the content of your communication as dangerous and block your access to on-campus systems. When this happens, you will see the error message "Your request was denied." For details, please see the page RITSUMEIKAN IT support site.

RITSUMEIKAN IT support site : <https://it.support.ritsumei.ac.jp/hc/ja>

## Others

How much is admission fee at RU?

This is the Tuition Payment page for current students. For inquiries about the admission procedure fee (admissions fee, tuition and membership fee), please see the page for prospective students.

Ritsumeikan University (Admissions & Aid) : <https://en.ritsumei.ac.jp/admissions/>

I would like to know about Examinations and classes.

You check the Study Support Site. Basic information on learning at Ritsumeikan University and useful information for campus life will be posted.

Study Support Site : <https://www.ritsumei.ac.jp/pathways-future/eng/>

What is the latest information from the University about the Coronavirus Pandemic?

Information is updated and published on the Ritsumeikan University website as necessary.

Ritsumeikan University (Collated Links and Information related to the Novel Coronavirus (COVID-19)) :

<https://en.ritsumei.ac.jp/news/detail?id=475>