

# Request to Decline Enrollment and Request for Refund of Paid Enrollment Procedure Fees

## 【Bank transfer into Japanese bank account】

To: Ritsumeikan University

Date of request:

I have paid the necessary fees to complete the enrollment procedures, but I decline the offer of enrollment to the Graduate School for the April 2023 because of the following reason(s). I therefore would like to request the refund of the tuition and miscellaneous membership fee.

Please fill out only the outlined section and please paste the documents from ① to ③ in Form 3-②.

### Enrollment Procedure Information

- Admission Method:
- Application Number:
- Name of Graduate School you were admitted to:
- Major:

### Personal Information

- Your name in print:
- Your signature:
- Parent's/Guardian's name:
- Your current address (mailing address):
- Telephone number:

### Reason(s) for declining the offer of enrollment

- Entering another university:  
Please give the name of the university and the graduate program you are entering:
- Other:

### Bank Account Detail \*Applicant or Parent's/Guardian's bank account only

Bank Name	
Branch	
Account Number	
Account Holder (English)	
Account Holder (KATAKANA)	

**Submission Deadline : March 31, 2023**  
(must be postmarked on or before the due date)

立命館大学大学院  
Ritsumeikan University Graduate Schools

<Official use only>

受付 NO.		学生証番号					
受付日	院課	／	研究科事務	／	衣笠教学課	／	財務経理課
備考							

# Request to Decline Enrollment and Request for Refund of Paid Enrollment Procedure Fees

## 【Bank transfer into overseas bank account】

To: Ritsumeikan University

Date of request:

I have paid the necessary fees to complete the enrollment procedures, but I decline the offer of enrollment to the Graduate School for the April 2023 because of the following reason(s). I therefore would like to request the refund of the tuition and miscellaneous membership fee.

Please fill out only the outlined section and please paste the documents from ① to ③ in Form 3-②.

<b>Enrollment Procedure Information</b>			
• Admission Method [ ]			
• Application Number [ ]			
• Name of Graduate School you were admitted to [ ]			
• Major [ ]			
<b>Personal Information</b>			
• Your name in print [ ]		• Your signature [ ]	
• Parent's/Guardian's name [ ]		[ ]	
• Your current address (mailing address) [ ]		[ ]	
• Telephone number [ ]		[ ]	
<b>Reason(s) for declining the offer of enrollment</b>			
• Entering another university: Please give the name of the university and the graduate program you are entering: [ ]			
• Other [ ]			
<b>Bank Account Detail *Applicant or Parent's/Guardian's bank account only</b> Please fill in English Alphabet.			
We will refund the total amount after deducting remittance fee.			
Account Number *			
IBAN Number *			
Bank Name			
Branch			
Address of Bank			
ABA No, BIC CODE, SORT CODE, SWIFT CODE, ISFC etc.			
Name of Account Holder			
Address of Account Holder			
Phone number		Country	
* Please fill in either "Account number" or "IBAN Number".			

**Submission Deadline : March 31, 2023**  
(must be postmarked on or before the due date)

立命館大学大学院  
Ritsumeikan University Graduate Schools

<Official use only>

受付 NO.		学生証番号					
受付日	院課	/	研究科事務	/	衣笠教学課	/	財務経理課
備考							

## Attachment Form

▪ Application Number [ \_\_\_\_\_ ]    ▪ Your name [ \_\_\_\_\_ ]

Please attach here the following documents ①to③.

① Photocopy of the Documents that verify the payment of tuition

(Ensure that the financial institution's stamp is clearly visible when making the copy.)

② Photocopy of the Notification of Screening Results

③ Photocopy of a Pass-Book (Page with a bank name, branch name, account number, bank holder's name)