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About Direct Debit (Automatic Bank Withdrawal) for Paying Tuition and Fees

What is Direct Debit?

Direct Debit (Automatic Bank Withdrawal) is a payment method in which tuition and fees for each semester are automatically withdrawn, on the withdrawal date designated by the University, from a bank account registered in advance.

What are the benefits of using Direct Debit?

Direct Debit offers the following benefits:

- It reduces the burden of procedures required for tuition payment.
- Since payment is completed automatically on the withdrawal date, there is no need to make a bank transfer at a bank.
- It helps prevent missed payments.

Who is eligible to use Direct Debit?

In principle, Direct Debit is available to any student who meets the following conditions:

- You are a regular student of the University.
**This includes both undergraduate and graduate students.*
- You have a bank account in Japan.

If you do not meet these conditions, please use a tuition payment method other than Direct Debit.

Can Direct Debit be used in cases of leave of absence or re-enrollment?

If there is a change in student status due to leave of absence, re-enrollment, or similar reasons, Direct Debit will not apply.

Please pay tuition and fees using the bank transfer request form attached to the notice of approval issued by the administrative office of your college (OIC: Manabi Station).

Does the bank account holder must be the student?

No.

The bank account holder may be either the student or a parent/guardian.

Can international students use Direct Debit?

Yes.

International students are also eligible for Direct Debit if they meet the conditions.

Are non-regular students (such as non-degree seeking students) eligible?

No.

Non-regular students are not eligible for Direct Debit.

Can I continue to use payment methods other than Direct Debit?

Yes.

Tuition payment methods other than Direct Debit will continue to be available.

If you choose to use a payment method other than Direct Debit, registration for Direct Debit is not required.

Will the registered bank account be used for purposes other than tuition withdrawal?

The registered bank account is planned to be used not only for Direct Debit (automatic bank withdrawal) of tuition and fees, but also as the refund account in the event that an overpayment occurs.

About Fees for Direct Debit

Is there a fee for using Direct Debit?

No.

Any fees required for Direct Debit will be paid by the University.

Implementation Schedule

When will the registration instructions be sent?

The University plans to send the registration instructions around September 2026 via postal mail. They will be mailed to the address registered as the tuition fee billing address.

When is the first Direct Debit withdrawal date?

The first withdrawal is scheduled for Friday, November 27, 2026.

Subsequent withdrawal dates are planned as follows:

- Spring Semester: around the end of May
- Fall Semester: around the end of November

**Specific dates will be announced separately in advance of each semester's withdrawal date.*

Which semester tuition fees will be covered by the first Direct Debit withdrawal?

Tuition and fees for the Fall Semester of Academic Year 2026 will be covered.

What happens if the withdrawal cannot be completed due to insufficient funds?

If the withdrawal cannot be completed, you will be required to pay your tuition and fees using a payment method other than Direct Debit.

Tuition and Fees Covered

What types of tuition and fees are covered by Direct Debit?

Direct Debit covers tuition and miscellaneous membership fees for each semester.

Direct Debit is conducted once per semester, and the total required amount will be withdrawn at one time.

How to Apply (Account Registration)

How do I apply for Direct Debit (register a bank account)?

Please follow the instructions provided in the registration instructions scheduled to be sent around September 2026.

**No action is required until you receive the registration instructions.*

Notices Regarding Tuition Payment

Where will notices regarding tuition payment be sent?

Notices regarding tuition payment will be sent to the address registered as the tuition fee billing address.

**Such notices will be sent regardless of whether you register for Direct Debit.*

What information will be included in the "Notice Regarding Tuition Payment"?

The notice is planned to include the following information:

- The Direct Debit withdrawal date
- How to check the amount of tuition and fees
- Tuition payment methods other than Direct Debit etc,

Will a bank transfer request form be enclosed with the Notice Regarding Tuition Payment?

The bank transfer request form that was previously enclosed with the Notice Regarding Tuition Payment will be replaced by a downloadable form available via a dedicated website.

Where can I find more detailed information about Direct Debit?

Please refer to the registration instructions scheduled to be sent around September 2026 for further details.