

Notice Regarding Registration for Direct Debit for Tuition and Fees

**This notice is being sent to the address registered as the tuition billing address for students enrolled at Ritsumeikan University as of August 27, 2026. Please note that this notice is also being sent to those who have already paid all tuition and fees for the current academic year.*

**An English user manual is available; however, please note that, as a general rule, the direct debit procedure must be completed using the Japanese-language screens.*

Beginning with the fall semester of AY2026, Ritsumeikan University will introduce direct debit (automatic bank withdrawal) as a new method for paying tuition and fees. The University will cover the fees for bank account registration and withdrawals related to direct debit. If you wish to use direct debit, please complete the procedure during the registration period indicated below.

Those who have already paid tuition and fees for the current academic year (AY2026) may also use direct debit for tuition payments from the following academic year onward. We therefore ask that you complete the procedure during the registration period below. (Please be assured that no withdrawal will be made this time even if you complete the direct debit procedure.)

If you do not wish to use direct debit, no registration procedure is required. Please refer to “5. Payment Methods Other Than Direct Debit.”

Key Points

Registration Period	Direct Debit Date	Procedure
<u>Sep. 14 (Mon.) –</u> <u>Oct. 30 (Fri.), 2026</u>	Nov. 27 (Fri.), 2026	Register a financial account through the Ritsumeikan Tuition Portal.

Items to Prepare

- ☐ This notice and the enclosed information sheet showing the Student ID Number (11 digits) and Payer Code (17 digits)
- ☐ Bank account information for a financial institution in Japan (bankbook or cash card)
- ☐ Identity verification information (e.g., cash card PIN) *This will differ depending on the financial institution.
- ☐ Email address of the account holder (to receive the procedure URL and notification of registration results)

I. What is Direct Debit?

Direct debit is a payment method in which tuition and fees (such as miscellaneous membership fees) for each semester are automatically withdrawn on the direct debit date specified by the University from a financial institution account registered in advance.

Details and frequently asked questions regarding direct debit are provided on the Direct Debit Site.

Benefits

- The University will cover the fees for direct debit registration and withdrawals.
- Once registered, in principle, the account will remain valid until graduation or completion unless it is changed or stopped.
- Because the payment is withdrawn automatically on the direct debit date, this reduces the need to complete bank transfer procedures and helps prevent missed payments.



2. Please Confirm Before Completing the Direct Debit Procedure

**For direct debit services related to tuition and fees, as well as the development and management of related systems, Ritsumeikan University entrusts operations to F-REGI Co., Ltd. In outsourcing these services, the University concluded an agreement that includes provisions on confidentiality and personal information protection, requires proper management of personal information, and ensures that the information is not used for any purpose other than the entrusted operations.*

Cases in Which You Should Consider Not Completing the Direct Debit Procedure

- Those considering withdrawal from the University
- Those considering the use of an education loan or similar financing
- Those who wish to pay tuition and fees in installments
- Those who do not wish to have miscellaneous membership fees withdrawn together with tuition and fees

**Please note that miscellaneous membership fees remain subject to direct debit, including any unpaid amounts from the spring semester, if the procedures for withdrawing from the relevant association have not been completed.*

Persons Not Subject to Direct Debit for the Fall Semester of AY2026

Even if the procedure has been completed, no withdrawal will be made for the applicable semester if any of the following cases apply:

- Remaining balance for fall semester AY2026 is 0 yen
- On leave of absence in fall semester AY2026
- Returning from leave of absence in fall semester AY2026
- Japanese government scholarship students, externally funded or sponsored international students, and Graduate Students Category I
- DUDP or DMDP students paying a special enrollment fee in the semester subject to withdrawal

Account Holder and Eligible Accounts

- The direct debit registration procedure must be completed by the account holder themselves, either the student or the tuition payer.
- Only accounts at financial institutions in Japan can be registered.
- Accounts at overseas financial institutions cannot be registered.
- Corporate accounts and sole proprietor accounts cannot be registered.

Confirmation Before and After Direct Debit

- The withdrawal amount can be confirmed on or after Wednesday, November 11 from the Direct Debit History Inquiry (口座振替 履歴照会) screen of the Ritsumeikan University Tuition Portal.
- Please make sure that the registered account has a sufficient balance by the day before the direct debit date.
- Please confirm the result from your bankbook, online banking statement, or similar records. From early December onward, you can also confirm the result in the Tuition Portal.
- “NS リツメイカン” or “NS ニコス” will be printed or displayed in the transaction description field of your bankbook or statement.

Changes, Suspension, and Validity Period of Registration

- The registered account may be changed during the registration period indicated on page 1. The most recently registered account will be treated as the valid account. You can confirm your registered account from the Debit History Inquiry (口座振替 履歴照会) screen of the Ritsumeikan University Tuition Portal.
- If you wish to stop using direct debit, you may do so during the registration period indicated on page 1.
- Those who have previously used payment methods other than direct debit may also newly complete the Direct Debit procedure.
- If a new Student ID Number is issued because you advance internally to a Ritsumeikan graduate school, transfer to another college, are readmitted, or for any other similar reason, you must complete the registration procedure again even if you will continue using the same account.
- Students who advance internally to Ritsumeikan University after graduating from an affiliated school must also complete the registration procedure again.
- After graduation or completion, you do not need to cancel the direct debit agreement with your financial institution. If you wish to cancel the direct debit agreement immediately, please contact the designated financial institution directly.

Other Notes

- Those receiving the Japan Student Services Organization Grant-Type Scholarship or Ritsumeikan University Tuition Reduction should review Section 7 in advance.
- The registered account information will not be used for any purpose other than direct debit for tuition and fees and refunds of overpaid tuition and fees.
- If you have already paid tuition and fees for the current academic year (AY2026), no withdrawal will be made this time even if you complete the direct debit procedure.

3. Registration Procedure (5 Steps)

**The procedure must be completed by the account holder, who must be the student or the tuition payer.*

**Although an English user manual is available, please note that, as a general rule, the direct debit procedure must be completed using the Japanese-language screens.*

The procedure can be completed from a smartphone, tablet, or computer. Before beginning the procedure, please prepare the Student ID Number (11 digits) and Payer Code (17 digits), as shown in this notice and the enclosed information sheet, as well as the bank account information to be registered.

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**The actual procedure screens are shown in Section 8, "Sample Screen of the Ritsumeikan University Tuition Portal (Direct Debit Procedure)."*

STEP 1: Access the Ritsumeikan University Tuition Portal

Scan the QR code shown on the right and log in to the Ritsumeikan University Tuition Portal. Then select the Direct Debit (口座振替のお手続き) button.

**When logging in to the Tuition Portal, you will need to enter the Student ID Number and Payer Code.*



STEP 2: Enter Basic Information

After reviewing the "Ritsumeikan University Direct Debit Registration Site Terms of Use," proceed to the Enter Direct Debit Registration Information (口座振替登録情報入力) screen and enter the account holder's name (Katakana), email address, and telephone number.

STEP 3: Select the Financial Institution and Enter Account Information

Access the financial institution selection screen, select the financial institution for the account to be registered for direct debit, and enter the account information by following the on-screen instructions.

STEP 4: Complete Identity Verification on the Financial Institution's Website

You will be redirected to the financial institution's website, where you must complete identity verification using the cash card PIN or other required information. This procedure cannot be completed at a financial institution counter.

STEP 5: Confirm the Registration Completion Email

After the Direct Debit registration procedure is completed, an email confirming completion of registration will be sent to the registered email address. If you do not receive the email, please check your spam or junk folder. The registered details, including account information, can be confirmed from 2:00 p.m. on the day after registration in the Direct Debit History Inquiry (口座振替 履歴照会) screen of the Ritsumeikan University Tuition Portal.

⚠ Important Points When Registering

- Completion of the Direct Debit procedure alone does not mean that payment has been completed. Payment is completed when the withdrawal from the registered account has been successfully made.
- Information such as the PIN used for identity verification at the financial institution will not be disclosed to or stored by the University or the payment collection service provider. The University will never ask for this information by phone or other means.
- If the final screen on the financial institution's website displays a button such as Return to Merchant (収納機関に戻る) or Logout (ログアウト), be sure to select that button before ending the procedure. If you only close the browser, registration may not be completed.
- Paper-based registration procedures are not accepted. If you cannot easily register online, please pay tuition and fees by a method other than direct debit.

4. If the Withdrawal Cannot Be Made

If the withdrawal cannot be made on the direct debit date due to insufficient account balance or another reason, the University will send a notice in mid-December regarding payment of the remaining balance. A second withdrawal will not be attempted. Please follow the notice and pay using another payment method. Please note that any system usage fees, bank transfer fees, or other charges incurred will be borne by the person completing the payment procedure, such as the tuition payer.

⚠ Important

- Even if the withdrawal cannot be made, it will not be automatically attempted again. No second withdrawal will be made.
- The University will not send a notification confirming successful withdrawal or issue a receipt. Please check your bankbook or other account statement after the direct debit date.

5. Payment Methods Other Than Direct Debit

Regardless of whether you use direct debit, tuition and fee payments must be completed through the Ritsumeikan University Tuition Portal (except for payments made from outside Japan through Convera or similar services). If you do not use direct debit, please pay by one of the following methods by Monday, November 30.

For details, please refer to the notice regarding payment of tuition and fees, which will be sent to the tuition billing address in mid-October, or to the “Regarding Tuition Payment” webpage accessible from the QR code below.

System usage fees or bank transfer fees may be charged depending on the payment method. These fees must be borne by the person completing the payment procedure, such as the tuition payer.

Available Payment Methods

- Pay-easy payment
- Credit card payment
- Payment at a financial institution counter using a payment slip
- Convera (GlobalPay for Students) or overseas remittance



⚠ Notes Regarding Bank Transfer Request Forms (Payment Slips)

As previously announced, beginning with billing for fall semester AY2026 tuition and fees, the paper bank transfer request forms previously mailed to tuition payers will be replaced by a format in which users download the form from the Tuition Portal. Accordingly, paper bank transfer request forms will no longer be mailed. For details on how to download the bank transfer request form, please refer to the notice regarding payment of tuition and fees that will be sent in mid-October.

Students themselves may continue to download the bank transfer request form from CAMPUS WEB as before.

6. Sending of the Notice Regarding Payment of Tuition and Fees

This notice is being sent for the purpose of providing information on direct debit registration. Please note that the notice regarding payment of tuition and fees will be sent separately to the tuition billing address on or after mid-October 2026.

The notice regarding payment of tuition and fees will include important information related to tuition and fee payment in general, not limited to direct debit, such as the direct debit date, payment deadlines, available payment methods, and how to check the tuition and fee amount.

7. For Those Receiving the Japan Student Services Organization Grant-Type Scholarship or Ritsumeikan University Tuition Reduction

Those who have been selected for this support program, including those currently applying or planning to apply, may use direct debit. However, please carefully consider whether to use direct debit after fully understanding the points below.

For Those Already Selected

For the direct debit scheduled for the fall semester of AY2026, if the tuition reduction amount for the fall semester has been finalized as of early October, the tuition and fee amount reflecting that reduction will be withdrawn by direct debit.

If the fall semester tuition reduction amount has not yet been finalized, the tuition and fee amount reflecting the same tuition reduction amount as the spring semester will be withdrawn provisionally (except for recipients selected under the emergency household financial circumstances category, whose support category is reviewed every three months).

If the tuition reduction amount changes after the direct debit withdrawal, the handling will be as follows.

(1) If the Tuition Reduction Amount Increases

The University will adjust the difference by issuing a refund at a later date. Information on the refund timing and procedure is scheduled to be provided around May to June 2027.

(2) If the Tuition Reduction Amount Decreases or the Student Is No Longer Eligible for the Support Category

Please pay the shortfall separately, such as by bank transfer. A second direct debit will not be made, so please pay by another payment method.

For Those Whose Selection Result for the Spring Regular Application Is Still Pending

You may use direct debit even if your application is pending and the selection result has not yet been issued. However, if the selection result is not finalized by early October, the regular amount that does not reflect any tuition reduction will be withdrawn. If selection is subsequently confirmed and the tuition reduction amount is finalized, the University will adjust the difference by issuing a refund at a later date. The refund is scheduled for around May to June 2027.

For Those Planning to Apply for the Fall Secondary Application

You may use direct debit even if you plan to apply for the secondary application. However, the regular amount that does not reflect any tuition reduction will be withdrawn. If you wish to complete the payment procedure after the selection result is determined, please refrain from completing the direct debit procedure.

Warning Regarding Removal from the Register Due to Unpaid Tuition and Fees

Regardless of individual selection status, if there is any remaining balance for fall semester tuition and fees as of Tuesday, January 12, 2027 (tentative date), the University will issue and send a warning regarding removal from the register due to unpaid tuition and fees in late January 2027. Students will be notified by postal mail and via the RITSUMEIKAN STUDENT PORTAL, and tuition payers such as parents or guardians will be notified by postal mail. Thank you for your understanding.

8. Sample Screen of the Ritsumeikan University Tuition Portal (Direct Debit Procedure)

STEP 1: Access the Ritsumeikan University Tuition Portal

立命館大学 学費ポータル

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ご準備いただくもの

学生証番号（11桁）、振込依頼人コード（17桁）

立命館大学から別途案内します。

口座振替登録の場合

口座振替の記載がある選定またはキャッシュカード

銀行窓口（納付書）払いの場合

納付書をダウンロードするためにはAdobe Acrobat Readerが必要です。

※お持ちでない方はAdobe社のウェブサイトからダウンロードしてください。

利用規約のご確認

上記利用規約をご確認の上、チェックボックスに**チェック**を入れてログインしてください。

☒ 上記利用規約を確認しました。

ログイン

Enter your login information.

ログイン情報を入力

学生証番号（11桁）

12345678901

振込依頼人コード（17桁）

12345678901234567

ログイン

押す

Click the button.

STEP 2: Enter Basic Information,

STEP 3: Select the Financial Institution and Enter Account Information

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STEP 4: Complete Identity Verification on the Financial Institution's Website (No image)

STEP 5: Confirm the Registration Completion Email (No image)