

To All The Students

October 1st, 2019

<Information>

Please prepare for the payment of the tuition for the second semester (2019.10.1-2020.3.31) as follows:

1. Students who have already registered a bank account with the university

Direct debit date : [[Monday , October 28th](#)] (No additional fees apply)

*Please ensure your account has sufficient funds by [[Friday, October 25th](#)].

2. Students who have not yet registered a bank account with the university

Please make your tuition payment with the bank transfer form which will be sent to your home address [around the third or fourth week of October](#).

Due date : [[Monday, October 28th](#)] (Students are liable for any additional fees charged by their bank)

*Please make sure to register your bank account with the university.

Direct debit request forms (3 sheets) must be submitted to the unit in charge (details bellow). Note that the unit in charge also has direct debit request forms available should you require them.

(The Unit in Charge)
Account Management Unit
Financial Planning Section
Financial Department
(The 3rd floor, Building No.1)
TEL 03-5803-5048