

## Payment of Tuition Fees

## 1. Payment Amounts and Deadlines

Pay Spring and Fall semester tuition fees separately. The amounts and deadlines are as follows.

Spring semester (due by the end of April*)	Fall semester (due by the end of October*)	Total annual tuition
¥ 267,900	¥ 267,900	¥ 535,800

\*If the tuition fee is revised during the student's enrollment, the new tuition fee will apply from the time of the revision. If the last day of the month falls on a Saturday, Sunday, or national holiday, the deadline will be the preceding business day.

## 2. Payment Methods

## ◆Spring Semester 2024 Academic Year Tuition

## ① For former KIT undergraduates/master's students who already registered a tuition transfer account

If you are a former KIT student and already submitted the *Confirmation of Continuation of Automatic Tuition Payment* form distributed during admission procedures, your tuition payments will continue to be withdrawn from the account you registered at the time of undergraduate or master's program enrollment.

## Tuition Withdrawal (tuition fee bank transfer) Dates

\*If the date falls on a Saturday, Sunday, or holiday, withdrawal will occur on the next business day.

Spring Semester Payment	Fall Semester Payment
April 30, 2024	October 28, 2024

• Be sure to deposit the amount equivalent to the tuition fee to the registered account by the business day before the withdrawal. If the withdrawal cannot be completed due to an insufficient balance or other reasons, the transfer will be made again on the 27th of the following month (or the next business day) if the day falls on a holiday.

• Check to be sure that the withdrawal was completed by updating your savings account passbook (the passbook should show a withdrawal by "NS Kousendai" NS コウセンダイ).

• If you need a receipt, contact us 2 weeks after the withdrawal date.

## ② For persons not covered in ① above

• KIT will send a tuition transfer form to you (the student) around April 20, 2024. Use the form to transfer the amount to the designated account from a bank or credit union counter. (**Not** acceptable: the use of ATMs, Internet banking, and university counter cash payments)

• **The payee must cover the transfer fee.**

## ◆Subsequent Payments (For persons described in ② above)

• Pay your 2024 academic year fall semester tuition and all subsequent tuition by direct deposit (automatic withdrawal). To do this, complete the *Application for Automatic Tuition Payment form* enclosed with the transfer form.

• KIT covers transfer (automatic withdrawal) fees.

• If you are a student who entered the university's undergraduate or master's program and used direct debits during your enrollment, you can continue to use the account registered at the time of enrollment by submitting the *Confirmation of Continuation of Automatic Tuition Payment form*. Download the form from the URL below and submit it by May 31 (or mail it to the address below so that it arrives by that date). Confirmation of Continuation of Automatic Payment for Tuition Payment Form download: [https://www.kit.ac.jp/wp/wp-content/uploads/2023/09/2023\\_haraikomikeizoku.pdf](https://www.kit.ac.jp/wp/wp-content/uploads/2023/09/2023_haraikomikeizoku.pdf)

• If you wish to change your registered bank account, submit the Automatic Tuition Payment Account Change Request Form and Application for Automatic Tuition Payment instead of the Confirmation of Continuation of Automatic Tuition Payment form.

Office Hours: weekdays 8:30 a.m. to 5:00 p.m., 3rd floor of Building 3)

Postal Address:

Cash Flow Management, Financial Accounting Office  
National University Corporation Kyoto Institute of Technology  
1 Matsugasaki Hashigami-cho, Sakyo-ku, Kyoto 606-8585 JAPAN

### 3. Note that:

In principle, tuition fees will not be refunded after payment.

If you are considering taking a leave of absence, etc., consult Academic Affairs **before paying tuition fees**.

Also, do not pay your tuition if you are applying for the exemptions and/or postponements below.

For inquiries, contact: the Cash Flow Management, Financial Accounting Office

E-mail: [kitsuitou@jim.kit.ac.jp](mailto:kitsuitou@jim.kit.ac.jp)

Tel 075-724-7050 Fax 075-724-7040

### 4. Application for Tuition Exemption and Payment Postponement

If it is difficult to pay the tuition due to economic reasons, there is a system for tuition exemption and payment postponement. Please check the details on the following website (The application period for tuition exemption and payment postponement for the spring semester of the 2024 academic year has ended).

[https://www.kit.ac.jp/en/prospective\\_student/life\\_fee/](https://www.kit.ac.jp/en/prospective_student/life_fee/)

Information and dates of tuition transfers/withdrawals and tuition fee payment deadlines will be posted on the Educational Affairs Office web page in middle of April for the spring semester and in middle of October for the fall semester. Students will be notified by e-mail. **Be sure to check and carefully read messages from "gakumuka."**

Educational Affairs Office Webpage: [https://www.cis.kit.ac.jp/~gakumuka/ead/ead\\_portal/](https://www.cis.kit.ac.jp/~gakumuka/ead/ead_portal/)