

Application for Deferred Payment of Tuition and Fees

To the Dean of the Undergraduate/Graduate School of _____, Waseda University

Student ID number									
Name									
Address	〒								
Phone Number					Mobile Phone Number				

I would like to request permission for defer payment of tuition and fees with the following reason. I will pay the tuition and fees by the following date and submit the photocopy of receipt to the office. If I fail to pay by the date, I do not protest even if my name is removed from the school registration.

Tuition to be deferred	<input type="checkbox"/> 20__ Spring Semester <input type="checkbox"/> 20__ Fall Semester <small>*Please check the semester for which you wish to defer payment.</small>		
Reason for deferred payment			
Scheduled date of payment	Spring Semester	Year 20__ Month__ Date__	Deadline: January, 9th (Next Semester)
	Fall Semester	Year 20__ Month__ Date__	Deadline: June, 30th (Next Semester)

【Note】

- * If the above due date is missed, the student will be dismissed from the university for non-payment of tuition and fees. This does not apply to students who have fulfilled the graduation (completion) requirements or whose years of enrollment expire at the end of the semester.
- * If the due date falls on a Saturday, Sunday or national holiday, the deadline moves to the preceding weekday. Payments made after the due date will not be accepted for any reason.
- * The receipt may be submitted via facsimile or email.
- * Even if you submit an "Application for Deferred Payment of Tuition and Fees", your tuition and fees will be billed and transferred according to the regular schedule.
- * (For who is expected to graduate) Unless the tuition payment is confirmed, the student will not be considered to have graduated /completed ("Graduation pending"), and he/she will not be able to receive a Diploma or Certificate of Graduation/Completion.
- * In the case of "Graduation pending", the due date for deferred payment is May 14 for students scheduled to graduate on March 15, and November 14 for students scheduled to graduate on September 15. If the due date is exceeded, the student will be dismissed from the university for non-payment of tuition and fees.
- * If a student's years of enrollment expire at the end of a semester, the payment cannot be deferred beyond the end of the semester (Spring semester: September 20, Fall semester: March 31).

-----For official use only-----

事務所受付印	担当者
	<input type="checkbox"/> データ入力 (/ /) 印