

CAUTION!

1. Tuition Fee Waiver Applicants

You must register a bank account for automatic payment of tuition fees, even if you have applied for a tuition fee waiver, deferment, or permission to pay in monthly installments.

If you are awarded a waiver, no tuition fee transfers will be performed.

If you are not awarded a waiver, or are awarded a one-half/one-third waiver, or are given a deferment of payment, tuition fees will be withdrawn from the account you registered (after the deferment period expires). Please promptly add sufficient funds to your account.

2. Savings Account Changes/Closures

If you change or close your savings account, please inform your department's accounting office promptly.

5. Tuition Fee Revisions

If tuition fees are revised while you are enrolled, the new fees will be applied from that time onward. However, you will be notified, via posted bulletins etc., if tuition fees are revised.

6. Maintaining Automatic Payments when Entering/Proceeding to TU Graduate Schools

Even if you are entering a Tohoku University graduate school after graduating from the undergraduate curriculum, or proceeding from a master's to a doctoral curriculum, you must register your account on the Tohoku University Automatic Tuition Fee Payment Registration Page.

7. In Case you cannot Register your Account Information Online

You can register your bank account in writing. The registration process requires some time, so please inquire promptly. Undergraduate students, use the contact information below. Other students, inquire at your department's accounting office.

Send automatic tuition fee payment inquiries to:

National University Corporation Tohoku University, Finance Department,
Fund Management Office, Fund Management Section

980-8577

2-1-1 Katahira, Aoba-ku, Sendai-shi, Miyagi-ken

Phone: 022-217-4896

FAX: 022-217-4911

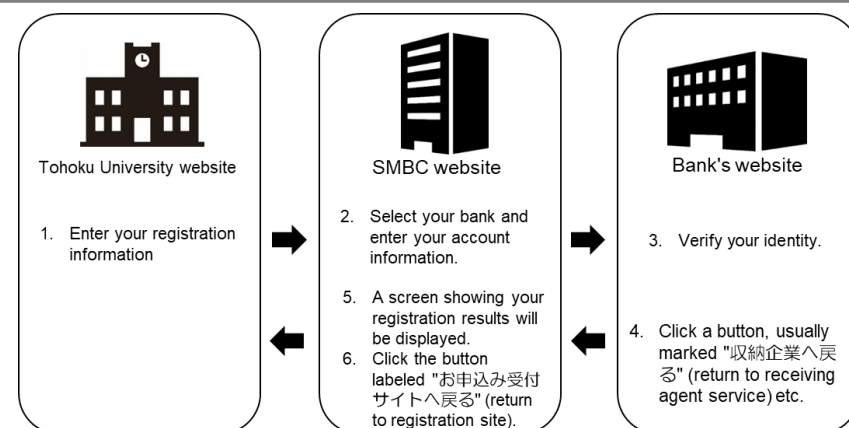
2020 School Year Automatic Tuition Fee Payment Procedure Guide

While enrolled at Tohoku University, tuition fees are automatically transferred using a receiving agent (SMBC Finance Service Co., Ltd.) from the student's bank account, or the student's financial supporter's (person paying the educational fees) account.

Please read this guide carefully before performing the account registration procedures.

Tohoku University

1. Overview of Registration Procedures



- ① Access the Tohoku University Automatic Tuition Fee Payment Registration Page using a PC or smartphone, read the instructions carefully, then enter the registration information.
- ② You will be taken to the SMBC website to select your bank and enter your account information.
- ③ You will then be taken to your bank's website to confirm/verify your identity.
- ④ **On your bank's website, you MUST click the button marked "収納企業へ戻る" (return to receiving agent service) etc., to return to the SMBC website.**
- ⑤ A screen showing your registration results will be displayed.
- ⑥ Click the button labeled "お申込み受付サイトへ戻る" (return to registration site) to return to the Tohoku University website.

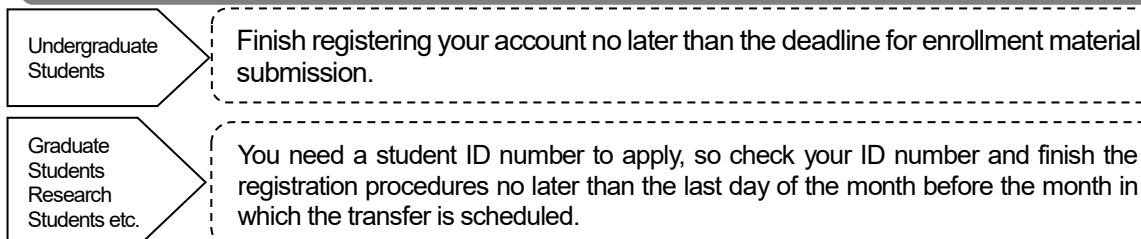
2. How to Access the Tohoku University Automatic Tuition Fee Payment Registration Page

- Access the top page of the Japanese version of the Tohoku University website (<https://www.tohoku.ac.jp/>) and click on "教育・学生支援" then "学生生活" and finally "入学料及び授業料等納付額・納付方法."



- In the section titled "授業料の納付方法について," click the button labeled "東北大学授業料口座振替申込ページ" (Tohoku University Automatic Tuition Fee Payment Registration Page)

3. Registration Period



You can check your student ID number on your Student ID Card or on the notice received upon enrolling or during orientation.

4. Automatic Tuition Fee Payment Schedule

■ Payment Schedule for 2020 School Year (Undergraduate, Graduate, School of Dental Laboratory Technicians, Credited Non-degree, Special Auditing Students)

	First Term 2020 School Year Payment (if enrolling in April)	Second Term 2020 School Year Payment (if enrolling in April)
Deadline for depositing funds in account	May 22 (Fri.)	October 22 (Thu.)
Date of automatic transfer	May 25 (Mon.)	October 23 (Fri.)

- ※ The deadline for paying first term tuition is April 30 (Thu.). However, new students require time to register their accounts, so their tuition will be transferred in May.
- ※ The deadline for enrolled students to add sufficient funds to their accounts is April 22 (Wed.). The date of the automatic transfer will be April 23 (Thu.).
- ※ Information about tuition payment will be posted on departmental bulletin boards and websites.
- ※ Credited Non-degree Students and Special Auditing Students entering in April cannot begin automatic tuition fee payments until the second term. Therefore, they should consult with their department's accounting office and pay their first term's tuition by bank transfer.
- ※ The deadline for students entering in October 2020 to add sufficient funds to their accounts is November 20 (Fri.). The date of the automatic transfer will be November 24 (Tue.).

■ Payment Schedule for 2020 School Year (Research Students etc.)

		If enrolling in April/July/October		If enrolling in May/August/November		If enrolling in June/September/December	
1st Payment	Deadline for depositing funds in account	July-September Payment	July 22 (Wed.)	August-October Payment	August 21 (Fri.)	September-November Payment	September 4 (Fri.)
	Date of automatic transfer		July 27 (Mon.)		August 24 (Mon.)		September 7 (Mon.)
2nd Payment	Deadline for depositing funds in account	October-December Payment	October 22 (Thu.)	November-January Payment	November 20 (Fri.)	December-February Payment	December 22 (Tue.)
	Date of automatic transfer		October 23 (Fri.)		November 24 (Tue.)		December 23 (Wed.)
3rd Payment	Deadline for depositing funds in account	January-March Payment	January 22 (Fri.)	February-March Payment	February 22 (Mon.)	March Payment	March 5 (Fri.)
	Date of automatic transfer		January 25 (Mon.)		February 24 (Wed.)		March 8 (Mon.)

- ※ Research students must pay tuition in advance, three months' worth at a time, with the first payment due in the first month of their enrollment.
- ※ They should consult with their department's accounting office and pay by bank transfer for just the first tuition payment after enrolling.
- ※ The automatic transfer dates listed here are current as of January 2020. Please be aware that these dates may change to accommodate holidays etc.

■ Other

● Handling of Insufficient Funds (Excluding Research Students)

If the automatic transfer fails due to insufficient funds in your account, another attempt will be made on the 23rd of the following month (or on the next business day after the 23rd if the 23rd falls on a holiday).

Also, a payment overdue warning will be sent to the person paying your educational fees. If payment is not made after the third warning, you will be expelled.

● Documentation of Completed Transfers

Tuition fees withdrawn from your account will be entered in your bankbook as "SMBC (トウホクダイガク)." However, this may vary depending on the bank.

(If you require a receipt: 1st and 2nd year undergraduates - inquire at the Education and Student Support Center, West Wing, Floor 2, Desk ⑨. Other students - inquire at your department/graduate school accounting office.)