

Appropriation of Paid Enrollment Fees

Where an applicant applies to multiple programs and gets accepted to a program after completing payment of the enrollment fees for another program at Ritsumeikan University, an applicant can change the program to enroll and appropriate their fees to the desired program.

An applicant who wish to appropriate their fees **MUST** contact the International Admissions office by email at ru-iao2@st.ritsumei.ac.jp. Appropriation Form will then be provided. The **Form MUST be submitted before the deadline of Payment 1 for the program you wish to appropriate to.**

If the deadline of Payment 2 for Program A (the program you paid enrollment fees) is earlier than the deadline of Payment 1 for Program B (the program you wish to appropriate to), please complete ONE of the following:

Payment 1: Payment of Admission Fee
Payment 2: Payment of Tuition Fee(s) and Miscellaneous Membership Fees

- **Submit the Form before the deadline of Payment 2 for Program A**
- **First complete Payment 2 for Program A by the deadline and submit the Form by the deadline of Payment 1 for Program B.**

<Examples>

Period of Payment 2 for Program A: 2023/2/1 – 2023/2/28

Period of Payment 1 for Program B: 2023/4/1 – 2023/4/30

Submit Form by 2023/2/28 **or**

complete Payment 2 for Program A by 2023/2/28, and submit the Form by 2023/4/30.

After you submit the Form, no cancellations or changes to the request will be accepted.

- If the amount of fees you have already paid are less than the amount required by the program you wish to appropriate to, you must make an additional payment to makeup for the difference.
- If you do not complete all designated enrollment procedures (payment of fees and submission of enrollment documents) by the designated deadline, your enrollment will be cancelled.

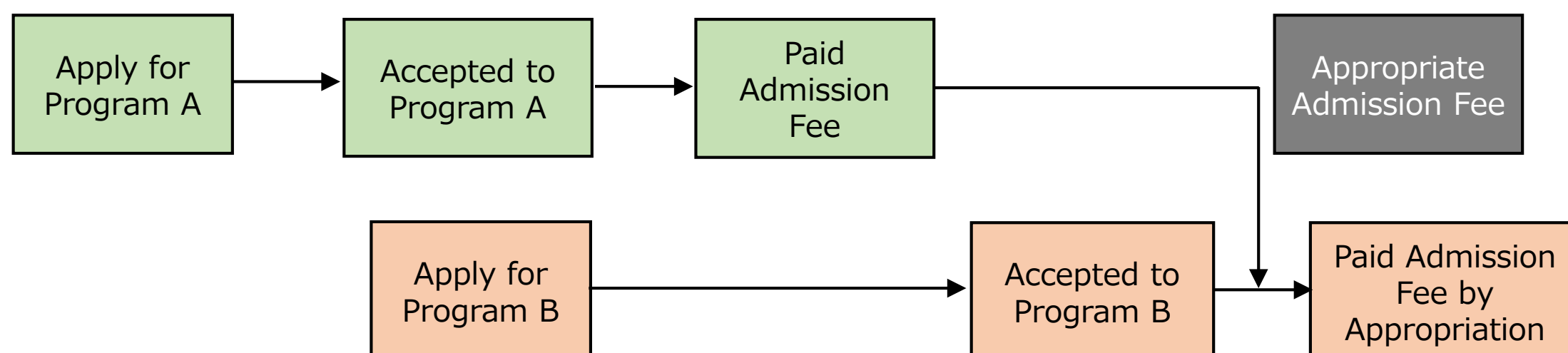
Take a look at following cases for detail.

Case 1. Enrollment year and semester are the same.

Case 1-1) Appropriating Admission Fee

(Applied to Program A in December, then applied to Program B in February.)

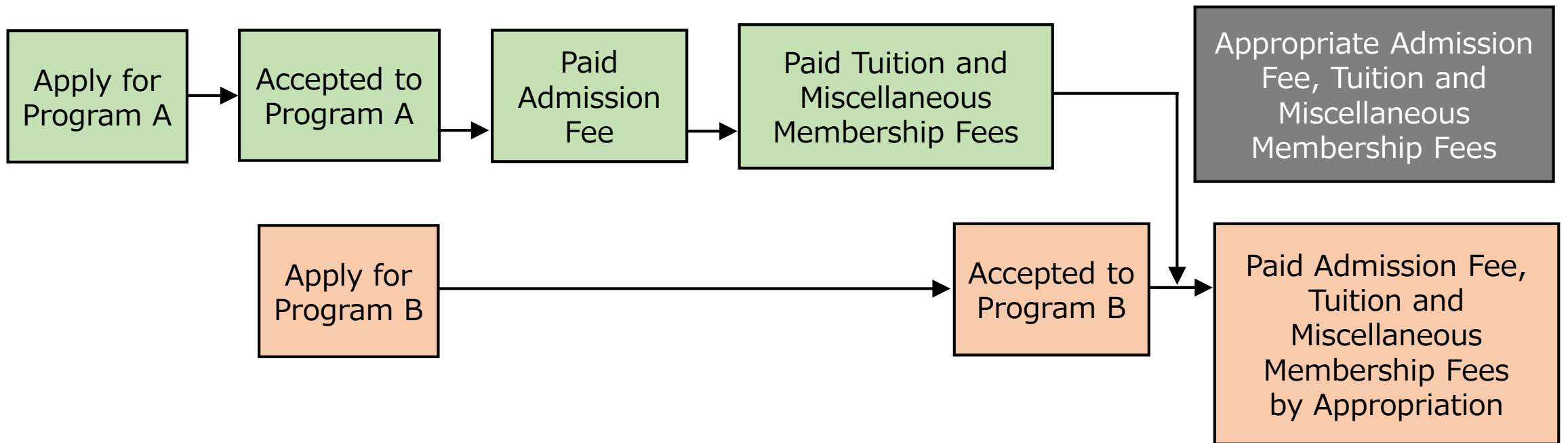
You were accepted to Program A in February, and paid Admission Fee in March. However, you were also accepted to Program B in May. You would like to enroll to Program B. Is it possible to appropriate the paid fee for Program A to Program B? → **YES**



Case 1-2) Appropriating Admission Fee, Tuition and Miscellaneous Membership Fees

(Applied to Program A in December, then applied to Program B in February.)

You were accepted to Program A in February, paid Admission Fee in March, and paid Tuition and Miscellaneous Membership Fees in April. However, you were also accepted to Program B in May. You would like to enroll to Program B. Is it possible to appropriate the paid fees for Program A to Program B? → **YES**



Case 2. Enrollment year or semester are different.

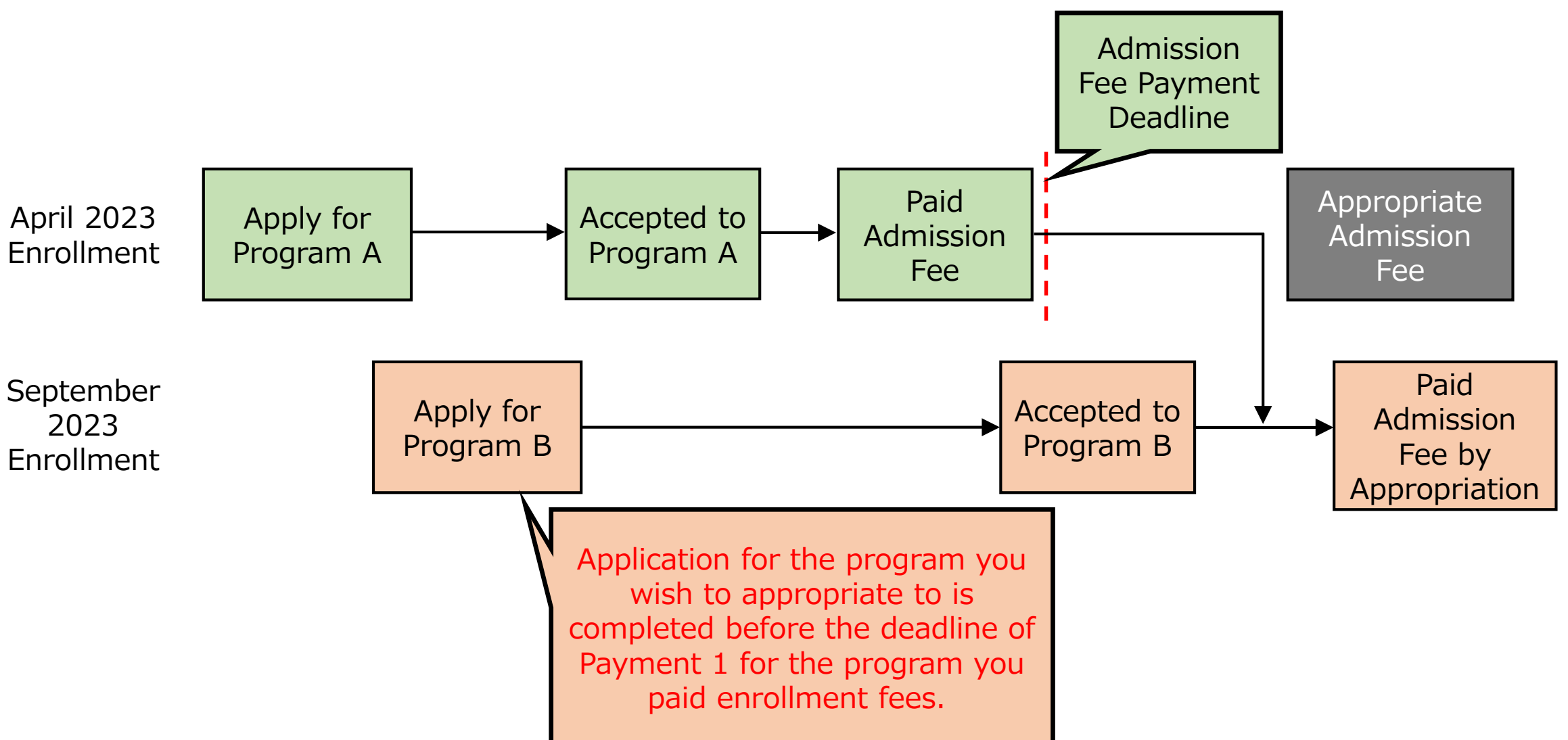
* Appropriation can only be made when the application for the program you wish to appropriate to is completed before the deadline of Payment 1 for the program you paid enrollment fees.

* Appropriation of fees cannot be made if you wish to change enrollment year or semester in the same program.

Case 2-1) Appropriating Admission Fee for April 2023 Enrollment (Program A) to September 2023 Enrollment (Program B)

(Applied to Program A in September 2022, then applied for Program B in October 2022)

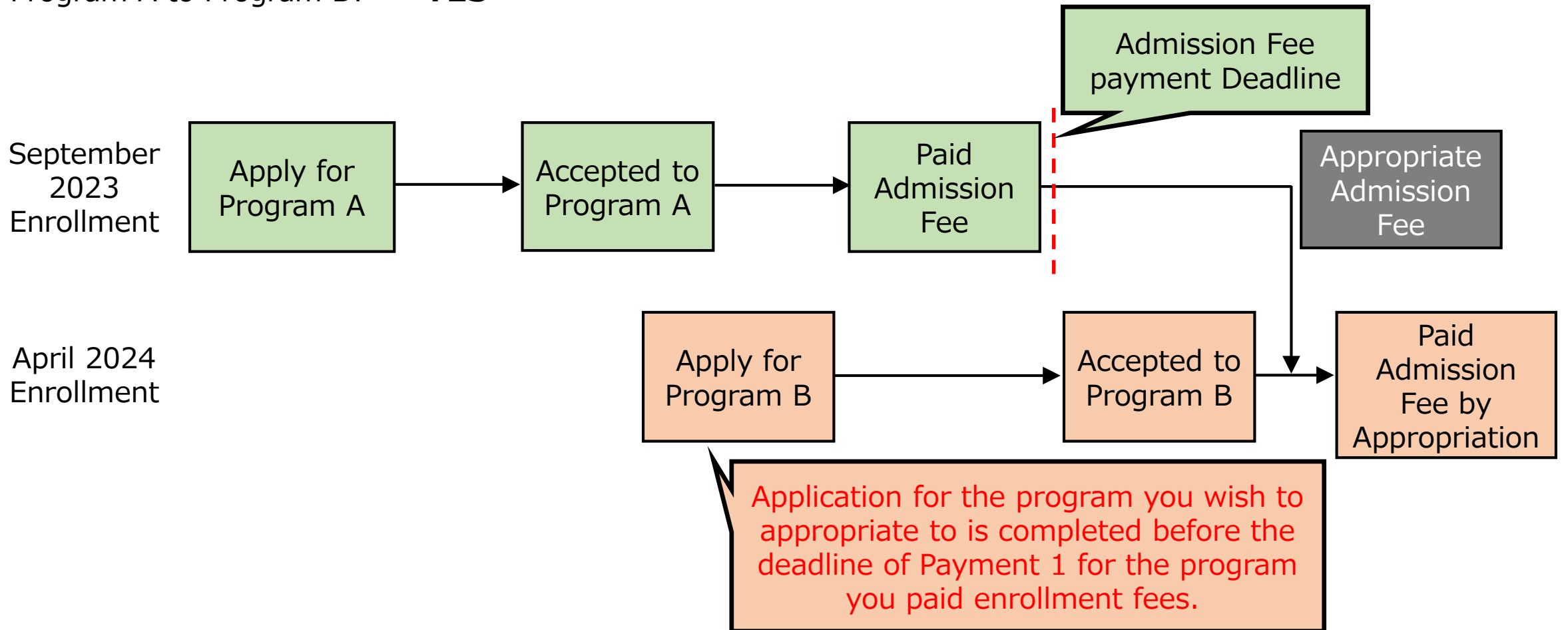
You were accepted to Program A in December, paid Admission Fee. However, you were also accepted to Program B in January. You would like to enroll to Program B. Is it possible to appropriate the paid fee for Program A to Program B? → **YES**



Case 2-2) Appropriating Admission Fee for September 2023 Enrollment (Program A) to Enrollment of April 2024 (Program B)

(Applied to Program A in January 2023, then applied for Program B in February 2023)

You were accepted to Program A in February, paid Admission Fee in March. However, you were also accepted to Program B in April. You would like to enroll to Program B. Is it possible to appropriate the paid fee for Program A to Program B? → **YES**



Situation where appropriation is not allowed. **If the deadline of Payment 1 for the program you paid enrollment fees ends, before completing an application for the program you wish to appropriate to, appropriation is not possible.**

Case) Appropriating Admission Fee for September 2023 Enrollment (Program A) to April 2024 Enrollment (Program B)

(Applied for Program A in January 2023, then applied for Program B in June 2023)

You were accepted to Program A in April, paid Admission Fee, Tuition and Miscellaneous Membership Fees. However, you were also accepted to Program B in August. You would like to enroll to Program B. Is it possible to appropriate the paid fees for Program A to Program B? → **NO**

