

## Disclosure under the Act on Specified Commercial Transactions

|                                               |                                                                                                                                                                                                                                                                                                                                                                                                              |
|-----------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Business Operator Name                        | The Ritsumeikan Trust                                                                                                                                                                                                                                                                                                                                                                                        |
| Representative of Business Operator           | Tomomi Morishima, Chairperson of the Board of Trustees                                                                                                                                                                                                                                                                                                                                                       |
| Address                                       | 1 Nishinokyo-Suzaku-cho, Nakagyo-ku, Kyoto 604-8520, Japan                                                                                                                                                                                                                                                                                                                                                   |
| Department in Charge                          | Ritsumeikan University Institute for Teaching and Learning<br>Office of Center for Teaching and Learning                                                                                                                                                                                                                                                                                                     |
| Address of Department in Charge               | 56-1 Toji-in Kitamachi, Kita-ku, Kyoto 603-8577, Japan                                                                                                                                                                                                                                                                                                                                                       |
| Telephone Number (Department in Charge)       | 075-465-8304<br>Reception hours: Monday through Friday, 9:30 a.m. to 5:00 p.m.<br>Excluding national holidays, the Obon period, and the year-end/New Year holidays                                                                                                                                                                                                                                           |
| E-mail Address (Department in Charge)         | fd71cer@st.ritsumeai.ac.jp                                                                                                                                                                                                                                                                                                                                                                                   |
| Sales Price                                   | The fee schedule is posted on the University's website.                                                                                                                                                                                                                                                                                                                                                      |
| Additional Charges Other Than the Sales Price | <ul style="list-style-type: none"> <li>• Consumption tax (the sales price is displayed inclusive of tax)</li> <li>• Bank transfer fees and any other charges required at the time of payment</li> <li>• Costs related to devices required to use the services provided</li> <li>• Internet connection charges, packet communication charges, telecommunications line charges, and similar charges</li> </ul> |
| Payment Method                                | <ul style="list-style-type: none"> <li>• For Individual Applications: credit card payment (JCB, VISA, Master Card, American Express)</li> <li>• For Organizational Applications: bank transfer (invoice payment)</li> </ul>                                                                                                                                                                                  |
| Payment Deadline                              | Please make payment by the deadline stated in the invoice or the payment guidance for the fees.                                                                                                                                                                                                                                                                                                              |
| Timing of Service Provision                   | After the contract for use has been formed and the enrollment registration procedures have been completed, provision of the content will commence promptly.                                                                                                                                                                                                                                                  |
| Application Period                            | March 1 to December 31                                                                                                                                                                                                                                                                                                                                                                                       |
| Period of Availability                        | April 1 to March 31 of the following year                                                                                                                                                                                                                                                                                                                                                                    |

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|--------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Cancellation<br>/ Refunds                  | Except where attributable to reasons for which the University is responsible, no cancellation at the customer's convenience and no refund of fees or other charges will be accepted after an application has been completed. |
| Returns<br>/ Exchanges                     | Because returns and exchanges are impossible due to the nature of digital content, no returns or exchanges will be accepted after purchase.                                                                                  |
| Viewing<br>Environment via<br>the Internet | Before applying, please confirm at your own responsibility that your smartphone, tablet, computer, and other devices, as well as software settings and communication environment, are suitable for use of the services.      |