

# Tuition Fee Refund Policy

## 【Payment of Tuition Fee】

- Tuition fee must be remitted to the designated bank account before the due date.
- In the case tuition fee is not remitted and confirmed by the due date, school registration shall be removed from enrollment list.
- Deferment of payment is not accepted in principle.

## 【Refund of Tuition Fee】

Once tuition fee is paid, it shall not be refunded. However, in the following cases, it shall be refunded after proper documentation by request.

- 1) In case visa is not issued in the embassy or consular office, all following documents are required to submit to the school.
  1. Certificate of Admission
  2. Refund Request Form
  3. Copy of your Passport
- 2) In case an applicant declines admission before entrance ceremony without entry in Japan, all following documents are required to submit to the school.
  1. Certificate of Eligibility or Copy of passport on which the page has a stamp with void visa
  2. Certificate of Admission
  3. Letter of declining reason
  4. Refund Request Form
- 3) In case after paying tuition fee for 2<sup>nd</sup> semester, he / she is admitted to enroll universities etc. before 2<sup>nd</sup> semester starts and will not attend class in 2<sup>nd</sup> semester, tuition fee for 2<sup>nd</sup> semester shall be refunded. Following documents are required to submit to our school.
  1. ABK Student Card
  2. Certificate of Admission from universities etc.
  3. Refund Request Form