

Information on Payment of Academic Fees and Expenses while Enrolled at Keio University (Preparation Required)

- ◆ Academic fees and expenses while attending Keio University are paid after confirming the schedule and other details through the “Student Payment Portal (Gakuhi Navi),” a dedicated tuition and fees website.
- ◆ To all guarantors of undergraduate students: Please complete steps ① and ② below in advance to prepare for the use of the Student Payment Portal by the end of December.

To all guarantors of undergraduate students at Keio University
Make sure to complete steps by the end of December 2024.

① Log in to keio.jp (<https://login.keio.jp/koid/>)

▶ Login requires guarantor ID and password. Please check the crimped postcard mailed to your guarantor by the Office of Student Services in late October for your guarantor ID and password.

② Register email address for notifications

What is keio.jp?

- ▶ keio.jp is a hub for various online services provided by Keio University. The site allows guarantors of undergraduate students to check grade reports online. The Student Payment Portal (Gakuhi Navi) is accessible via keio.jp.

What is Student Payment Portal (Gakuhi Navi)?

- ▶ The Student Payment Portal is a website for viewing information related to the payment of academic fees and expenses, checking payment history, and more. Guarantors of undergraduate students can access the site from keio.jp, and students can access it from K-Support.

Academic Fees and Expenses Announcement Schedule From AY2025 onward

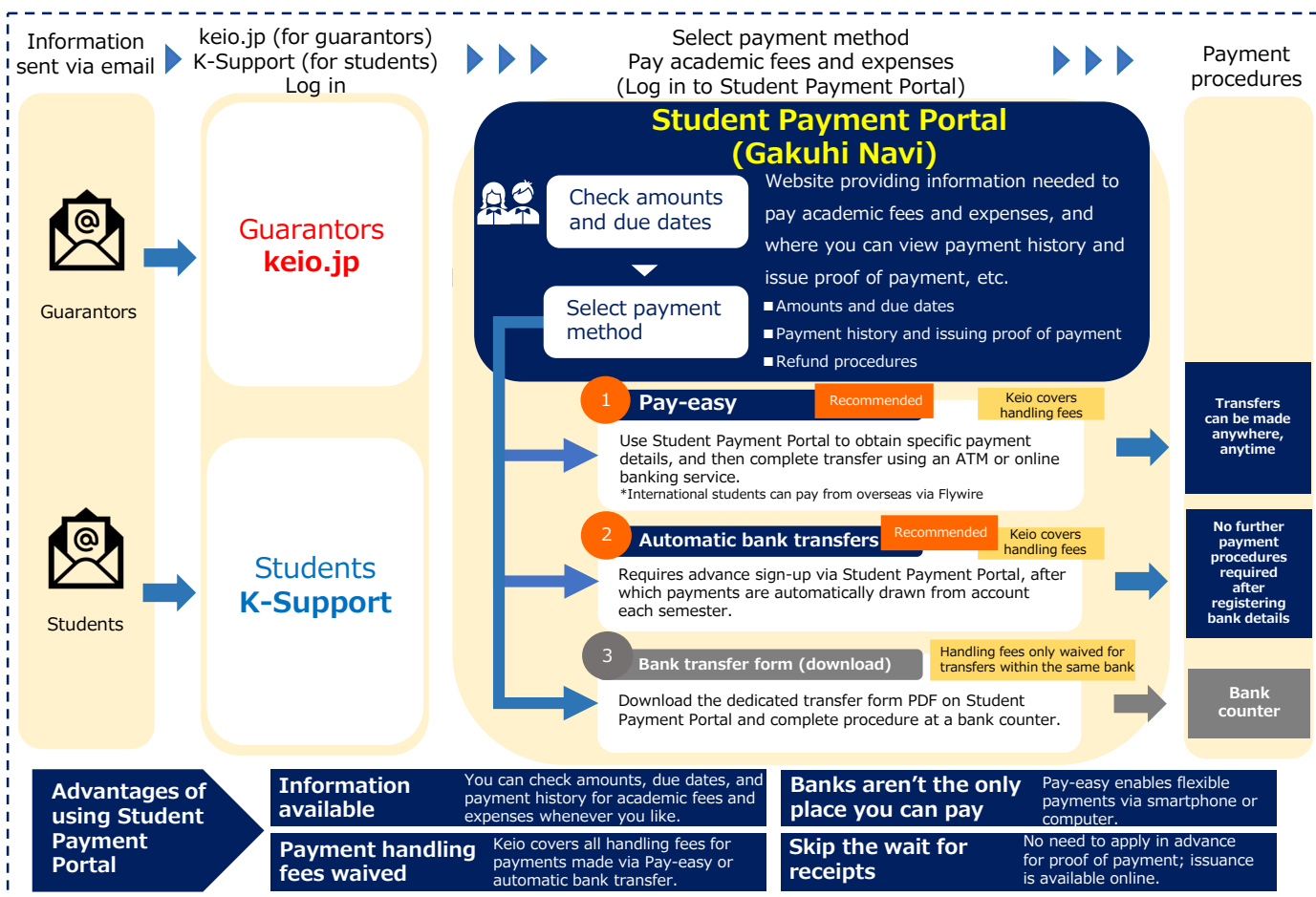
As a general rule, academic fees and expenses are due in April for the Spring semester and in October for the Fall semester. The schedule for students who will take a temporary leave of absence or who are eligible for New Higher Education Support System will be announced separately. Academic fees and expenses for the 2024 academic year has already been paid at the time of enrollment and will not be billed; the first billing will be made in the Spring semester of the 2025 academic year. Please check your payment status on the "Payment History" page of the Student Payment Portal.



If you register for direct debit, academic fees and expenses will be automatically deducted twice a year (April for the Spring semester and October for the Fall semester) for six months at a time. Registration periods are held in August and February each year (you only need to register once). After registration, automatic withdrawal will begin from the most recent semester* in which payment is required. Please check Student Payment Portal for the actual date and amount of the automatic withdrawal.

*If a student who paid only for the Spring semester in April registers for direct debit in August, direct debit will start from the time of payment of the Fall semester in October. If a student who paid for one year in April and registers for direct debit in August, direct debit will begin in April of the following year.

Flow of Payment Procedures for Academic Fees and Expenses Using Student Payment Portal



Frequently Asked Questions (FAQs)

Q1: What happens if I don't complete the steps to prepare for the use of Student Payment Portal by the end of December 2024?

- ▶ You will not receive the information on Student Payment Portal sent via email in early February. Thus, we encourage all guarantors to complete the steps by the end of December 2024.

Q2: Who should prepare for the use of Student Payment Portal and by when?

- ▶ Guarantors of undergraduate students who have neither logged in or registered their email address on keio.jp must do so by the end of December 2024. Those who have already completed this registration do not need to go through these steps again.

Q3: When can I start using Student Payment Portal?

- ▶ Student Payment Portal is available immediately after enrollment. Guarantors are required to set up "keio.jp" in advance. No advance preparation is required for students.

Q4: I forgot my guarantor ID and password. What should I do?

- ▶ Please refer to the crimped postcard that the Office of Student Services sent guarantors at around the end of October.
- ▶ If you have lost or do not know your guarantor ID or password, please check the following URL and follow the necessary procedures.

○Frequently asked questions about guarantor IDs (guarantor ID confirmation and resetting or retrieving password)
<https://www.students.keio.ac.jp/en/other/guarantor/grade-manual.html#faq>

□For other questions, please refer to this page.
<https://www.keio.ac.jp/en/admissions/fees/faq/>

Inquiries: Office of Finance, Keio University (keio_tuition@info.keio.ac.jp)