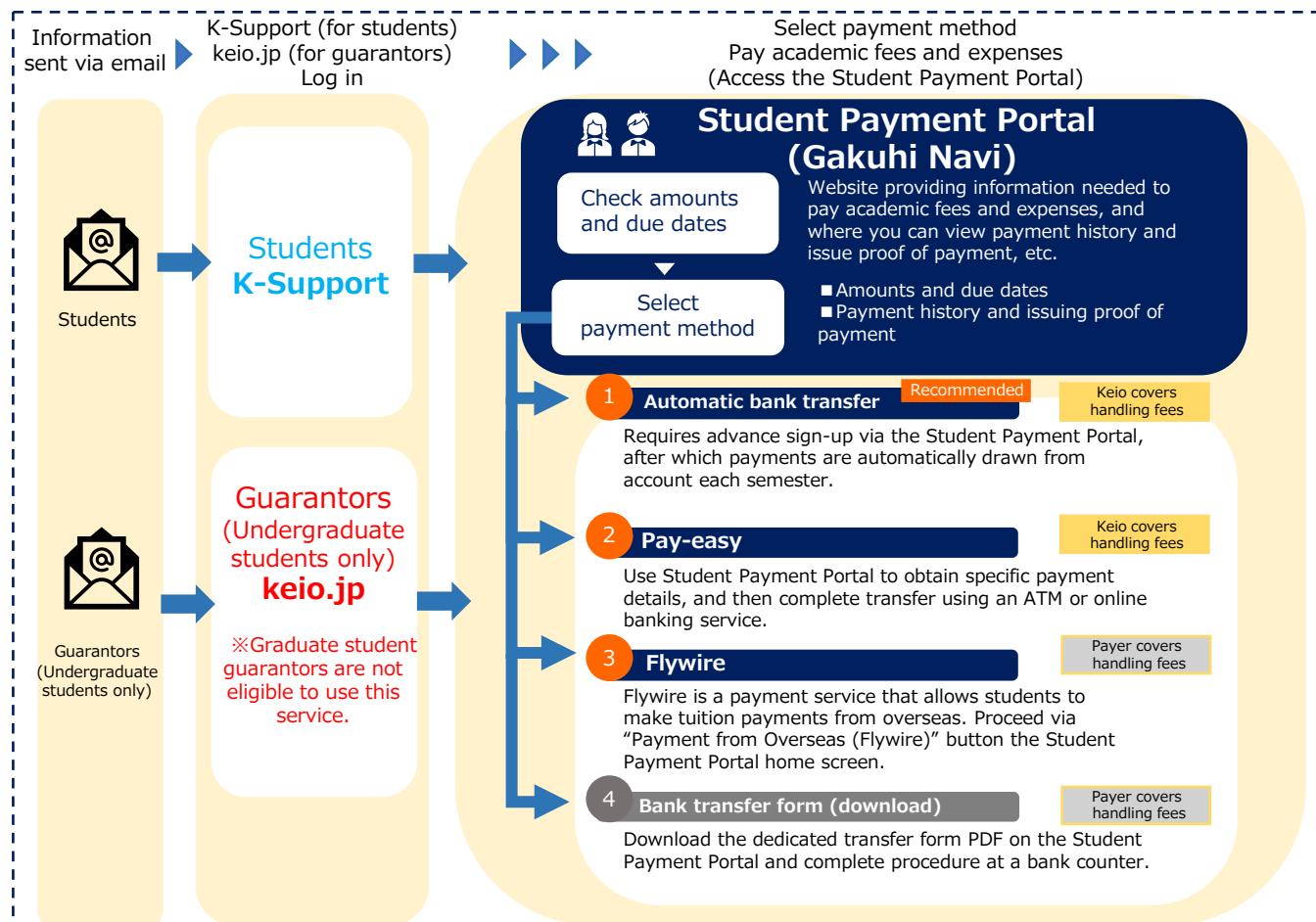


# Information on Payment of Academic Fees and Expenses while Enrolled at Keio University

- ◆ 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.
- ◆ Students access "Gakuhi Navi" via "K-Support", while undergraduate guarantors access it via "keio.jp". (Graduate student guarantors are not eligible to use this service.)

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



### Student Payment Portal

#### Key Points for Use

**Information available** You can check amounts, due dates, and payment history for academic fees and expenses whenever you like.

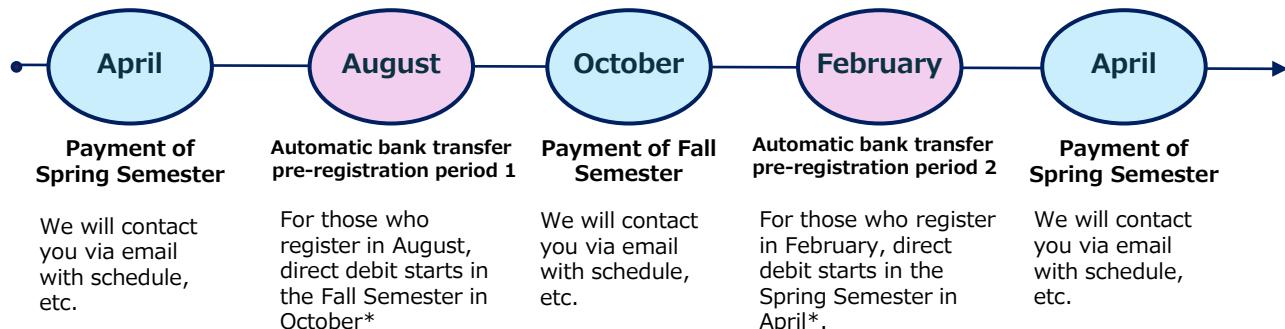
**Banks aren't the only place you can pay** Pay-easy enables flexible payments via smartphone or computer.

**Payment handling fees waived** Keio covers all handling fees for payments made via Pay-easy or automatic bank transfer.

**Skip the wait for receipts** No need to apply in advance for proof of payment; issuance is available online.

# Academic Fees and Expenses Announcement Schedule

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.



## Keio University recommends using automatic bank transfer for tuition fee payments.

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 "Gakuhi Navi" 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 for 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.

## ◆ To the Guarantor of Undergraduate Students ◆

If you do not know your keio.jp guarantor ID and password...

- ▶ Please refer to the crimped postcard that the Office of Student Services sent to guarantors after enrollment.

After your first login to 『keio.jp』, the email address for notifications setup screen will appear. Please set up your notification email address by following the steps in the email address for notifications setup procedure.

The email address will be used for various notifications from Keio University.

This includes announcements regarding "Gakuhi Navi", notifications about the release dates and times for academic transcripts, and procedures for lost guarantor IDs and passwords.

**Please ensure you register your email address for notifications.**

- ▶ 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/other/guarantor/grade-manual.html#faq>



□ For other questions, please refer to this page.

<https://www.keio.ac.jp/ja/admissions/fees/faq/>



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