

Refund of Admission Application Fee

The application fee is non-refundable once it has been paid.
However, if any of the eligible reasons apply, the application fee may be refunded upon request.
If you wish to apply for a refund, please refer to the following and submit your request by the deadline.

1. Reasons for requesting the admission application fee refund

- (1) If the applicant has paid the application fee but has not submitted the application document.
- (2) If the application fee was paid and the application documents were submitted but not being accepted.
- (3) If there is case of double or excessive payment of the application fee by mistake.

2. How to submit for refund request

Please send a commercially available envelope size 3 (long 3) with the following [3. Documents required for refund request] to [6. Refund Request Address].
However, please note that your request will not be accepted if the required documents are not submitted by the [4. Deadline for receipt of refund request] or if the required documents are incomplete or contain serious errors.

3. Documents required for refund request

	In the case of payment made by credit card	In the case of payment made through Web Convenience Store
(1) Application Form for Refund of Admission Application Fee (designated form of the university)	○	○
(2) A photocopy of an item that confirms the account to which the refund is to be transferred (a photocopy of the cover page of a bankbook, cash card, etc.)	—	○

showing the name of the financial institution, branch name, account number, holder of the account, etc.)		
(3) Documents that can prove the amount paid for the admission application fee (a copy of the bank transfer receipt, a printout of the payment confirmation e-mail, etc.)	○	○

4. Deadline for receipt of refund request

(1) For Entrance Examination held in April~August[Master's Course Autumn Entrance Examination, Doctoral Course Autumn Entrance Examination, Department Recommendation, General (1st Round) Entrance Examination] : (strictly)by July 31st

(2) For Entrance Examination held in September~November[Special Entrance Examination for International Students (SSFS), Special Entrance Examination for Working Adults] : (strictly) by October 31st

(3) For Entrance Examination held in December~March[General (2nd round) Entrance Examination, Spring Entrance Examination for Doctoral Course] : (strictly)by January 31st

5. Refund Date

	In the case of payment made by credit card	In the case of payment made through Web Convenience Store
Entrance Examination held in April~August[Master's Course Autumn Entrance Examination, Doctoral Course Autumn Entrance Examination, Department Recommendation, General (1 st Round) Entrance Examination]	Latest by September 30 th	By September 30 th

Entrance Examination held in September ~ November [Special Entrance Examination for International Students (SSFS), Special Entrance Examination for Working Adults]	Latest by November 30 th	By November 30 th
Entrance Examination held in December ~ March [General (2 nd round) Entrance Examination, Spring Entrance Examination for Doctoral Course]	Latest by February 28 th	By February 28 th
Reference	Refund will be processed by the University at the beginning of the month following the deadline for accepting the refund requests. Refund to your credit card will vary depending on the credit card company, so please contact them for details.	

6. Refund Request Address

〒135-8548

3-7-5 Toyosu, Koto-ku, Tokyo

Shibaura Institute of Technology, Toyosu Graduate School,

Entrance Examination Refund Request Document

7. Notes

- (1) The admission application fee and settlement fee will be refunded.
- (2) Posting charges for refund request documents are the applicant's responsibility.
- (3) If there are any corrections to the information you have filled in, please double line them and be sure to put your correction seal/sign on the form.

(4)The bank account must be in the applicant's or guardian's name.

【For any inquiries】

Shibaura Institute of Technology, Toyosu Graduate School

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