

# ACADEMIC YEAR 2023 TUITION AND FEES (Undergraduate)

Excluding those who entered Faculty of Liberal Arts in or before Academic Year 2019

## 1. Issuance of Bills for Tuition and Fees

### (1) Tuition Bill sending date and Payment Deadlines

	Sending Date	Account registration / change Deadline for stopping Direct Debit	Date of Direct Debit	Payment Deadline
Spring Semester	April 18 <sup>th</sup>	May 8 <sup>th</sup>	May 22 <sup>nd</sup>	May 31 <sup>st</sup>
Autumn Semester	September 26 <sup>th</sup>	October 17 <sup>th</sup>	October 31 <sup>st</sup>	November 10 <sup>th</sup>

- (2) The bill is sent to the guarantor. As for students whose guarantor lives outside of Japan, the bill will be sent to the student themselves. Please contact us if you want to change the mailing address of where the bill be sent. Also please be sure to keep the LOYOLA address updated.
- (3) If you wish to change or register a new account for direct debit, please use “Online Direct Debit Acceptance Service” offered by Mitsubishi UFJ Factors Limited via the QR code above (Sophia official website >Direct Debit of Tuition and Other Fees) to complete the procedures.
- (4) If payment is not completed due to insufficient balance, incomplete account registration, etc., we will send a reminder to both the student and the guarantor. Failure to meet the final deadline will result in dismissal from the University (Article 64 of the University Regulations).
- (5) Please contact the Center for the Student Affairs (03-3238-3523) about Financial Assistance.

## 2. Tuition Fee Reduction

### (1) Fees to be paid during Leave of Absence

If students submit a request for leave of absence by the deadline and are approved, the tuition and fees (tuition fee, educational enhancement fee, laboratory fee) will be reduced for the quarter/semester in which they take a leave of absence.

For information on reduced tuition and fees, please see to the QR code.



\*If students who have completed the direct debit account registration submit a request for leave of absence for the Spring Semester after April 1st, the stipulated amount before the reduction may be collected by direct debit. Tuition and fees will not be reduced until the leave of absence request is officially approved (approximately one month after submission). Any overpayment will be applied to the tuition and fees for the next semester.

### (2) Withdrawal

The date of withdrawal is at the end of each semester (March 31st or September 20th). Students should submit a "Request for Withdrawal from University" by the date they wish to withdraw. They can also withdraw retroactively at the end of the previous semester by submitting a Request for Withdrawal from University by the following date.

Date of withdrawal	Deadline of request for withdrawal submission
The end of Autumn semester 2022 (March 31 <sup>st</sup> , 2023)	May 31 <sup>st</sup> , 2023 (Wed)
The end of Spring semester 2023 (September 20 <sup>th</sup> , 2023)	November 10 <sup>th</sup> , 2023 (Fri)

\* Any requests submitted after the deadline will not be accepted for any reasons.

\* If students who have already paid the tuition for the current semester is allowed to withdraw retroactively at the end of the previous semester, the tuition for the current semester will be refunded.

\* If those who have paid the alumni association fee are allowed to withdraw, the alumni association fee will be refunded.

### (3) Fees to be paid during Study Abroad

There are two types of Study Abroad, “Sophia Exchange Program” and “General Study Abroad”. Students studying abroad on “Sophia Exchange Program” will pay tuition and fees only to Sophia, but “General Study Abroad” students (those who study abroad on their own) must pay tuition and fees both to Sophia and to the overseas institution.

\*Fees to be paid in case of extension of Study Abroad period

If a student wishes to extend his/her study abroad period beyond one year and the permission is granted, the tuition and fees shall be reduced. The reduction will be made according to the “exemption of fees” during Leave of Absence.

Study Abroad Period

- 1) From 2022 Spring Semester to 2023 Autumn Semester
- 2) From 2022 Autumn Semester to 2023 Autumn Semester
- 3) From 2022 Autumn Semester to 2023 Autumn Semester and 2024 Autumn Semester

2022		2023		2024	
Spring	Autumn	Spring	Autumn	Spring	Autumn
1)	Full amount	Full amount	Exemption	Exemption	
2)		Full amount	Full amount	Exemption	
3)		Full amount	Full amount	Exemption	Exemption

**3. Reduction for students whose graduation postponement with 12 credits remaining <残余12単位減額>**

■ For those who entered in or before Academic Year 2018

The amount of tuition and fees for one year will be reduced automatically in either of the two cases. Application for a reduction is not necessary. This reduction (残余12単位減額) applies to those who will be enrolled at Sophia University for one year in 2023.

- A) At the beginning of a new academic year, those who have been enrolled in the University for 3.5 years or longer, excluding the period of Leave of Absence or suspension from the university, and have less than 12 credits to graduate.
- B) At the beginning of a new academic year, those who have been enrolled in the University for 3.5 years or longer, excluding the period of Leave of Absence or suspension from the university, and have studied abroad before the relevant year with less than 12 credits to graduate as a result of credit transfer (\*1).

Item	Amount to be paid
Semester Enrollment Fee	60,000
Tuition Fee	1/2
Education Enhancement Fee	1/2
Laboratory Fee	1/2
Premium for Personal Accident Insurance for Students Pursuing Education and Research	Full amount

(\*1) We will check whether you have fewer than 12 credits to graduation, retroactive to the end of the preceding academic year.

- Please pay the tuition for one year in the Spring Semester if “残余12単位減額” applies.
- “残余12単位減額” applies to those who will be enrolled at Sophia University for one year in 2023. If the students graduate in September, the full amount of tuition fees for Spring Semester will need to be paid. We will refund the semester enrollment fee 30,000 yen for Autumn Semester. This conveys that there is only a difference of 30,000 yen between September graduation and March graduation.
- Tuition during Leave of Absence
  - 1) The period of Leave of Absence is one quarter of the academic year  
 The reduction ratio of “残余12単位減額” is higher and therefore no refunds.  
 e.g. Student of Faculty of Theology who entered in 2018  
 残余12単位減額: 557,300yen (one year)  
 Leave of Absence for the 1st Quarter: Spring Semester: 279,050 yen / Autumn Semester: 526,500 yen
  - 2) The period of Leave of Absence is one semester (two quarters) of the academic year  
 The reduction ratio is the same. No refunds.  
 e.g. Student of Faculty of Theology entered in 2018  
 残余12単位減額: 557,300yen (one year)  
 Leave of Absence for Spring Semester: Spring Semester: 30,800 yen / Autumn Semester: 526,500 yen
  - 3) The period of Leave of Absence is three quarters of the academic year  
 The reduction ratio of Leave of Absence is higher and there will be refunds.  
 e.g. Student of Faculty of Theology who entered in 2018  
 残余12単位減額: 557,300yen (one year)  
 Leave of Absence for Spring Semester and 3rd Quarter : Spring Semester: 30,800 yen /  
 Autumn Semester: 279,050 yen

■For those who entered in and after Academic Year 2019

The amount of tuition and fees will be reduced automatically per semester in either of the two cases. Application for a reduction is not necessary.

- A) At the beginning of a new semester, those who have fulfilled residence requirements (\*2), excluding the period of Leave of Absence or suspension from the university, and have less than 12 credits to graduate.
- B) At the beginning of a new semester, those who have fulfilled residence requirements (\*2), excluding the period of Leave of Absence or suspension from the university, and studied abroad before the relevant semester with less than 12 credits to graduate as a result of transfer of credits (\*3)

Item	Amount to be paid
Semester Enrollment Fee	30,000
Tuition Fee	1/2
Education Enhancement Fee	1/2
Laboratory Fee	1/2
Premium for Personal Accident Insurance for Students Pursuing Education and Research	Full amount

(\*2) 4 years (8 semesters)

(\*3) We will check whether you have fewer than 12 credits to graduation, retroactive to the end of the preceding academic year / semester.

— Tuition during Leave of Absence

1) The period of Leave of Absence is one quarter of a semester

The reduction ratio is the same and therefore, no refunds.

e.g. Student of Faculty of Theology who entered in 2019

残余12単位減額:279,050yen (relevant semester)

Leave of Absence for the 1st Quarter:279,050yen (relevant semester)

2) The period of Leave of Absence is one semester of the academic year

The reduction ratio of Leave of Absence is higher and there will be refunds.

e.g. Student of Faculty of Theology who entered in 2019

残余12単位減額:279,050yen (relevant semester)

Leave of Absence for one semester:30,800yen (relevant semester)

— Note for Transfer Students

“残余12単位減額” will apply, in cases when students have fulfilled the residence requirement of 2 years (4 semesters) excluding the period of Leave of Absence or suspension from the university, and have less than 12 credits to graduate.

#### 4. Alumni Association Fee

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- (1) Based on entrustment from Sophia University Alumni Association, Alumni Association Fee is informed in the fourth year, excluding those who have graduated from Sophia University. For Academic Year 2023, this will apply to students who entered in 2020 (including students who entered through transfer admission in 2022).
- (2) If a student withdraws from the university, the alumni association fee that he/she has already paid will be refunded.
- (3) If a student fails to complete the payment by the deadline, she/he will result in dismissal from the University. However, this shall not apply in case when only Alumni Association Fee is not paid.