

DD/MM/YY

Refund Request Form

(For Applicants of Research and Non-degree Programs)

<Attached documents>

“**収納証明書 (Certificate of Payment)**”
or “**Form C**” or “**a copy of your bank’s
foreign remittance request form**”

To the President of Tokyo University of the Arts,

I hereby request a refund of the screening fee paid as described below.

【Description】

Program	
Reference Number(5 digit) or Payment Processing number (12 digit)	(Note1)
Name	Signature
Address	
Telephone number	
E-mail	
Reason for refund request (Choose a reason from the list)	<input type="checkbox"/> Application rejected <input type="checkbox"/> Lack of application documents <input type="checkbox"/> Made double payment of the examination fee
Refund amount (Choose the program you applied to)	<input type="checkbox"/> Research 9,800 yen <input type="checkbox"/> Non-degree 9,800 yen

(Note 1) If you are a Research applicant and have paid the screening fee at a convenience store or credit card, please enter the 12-digit Payment Processing number on your “**収納証明書 (Certificate of Payment)**” . Other applicants are required to provide a 5-digit reference number, which can be found in Form AB, and C.

*Provide your bank details in one of the following sections

【Refund to Japanese Bank Account】 (Provide information exactly(i.e., in Kanji and furigana, or in alphabet) as you declared at your Japanese bank. Where there are options, choose one.)

Bank Name	Bank(銀行) ・ Shinkin Bank(信用金庫) ・ Kumiai(組合)						
Branch	Main office(本店) ・ Branch(支店) ・ Sub-branch(出張所)						
Deposit Type	Savings(普通) ・ Checking(当座)						
Account No.							(Right-aligned)
Account Holder's Name	フリガナ 名前	Relationship to the applicant ()					
<p>* When the account holder is different from the applicant, tick the following box.</p> <p><input type="checkbox"/> I hereby designate the above mentioned account holder to receive my refund.</p>							

【Refund to International Bank Account】

Account Holder	
Address	
Country	
Account No.	
Bank Name	
Branch	
Bank Address	
Location of Bank(Country)	
ABA NO./ROUTING NO./ SORT CODE/BIC CODE etc.	
<p>* When the account holder is different from the applicant, tick the following box and provide the relationship to the applicant.</p> <p><input type="checkbox"/> I hereby designate the above mentioned account holder to receive my refund. (Relationship to the applicant _____)</p>	

Send the completed form to:

Accounting Section, Financial Accounting Division, Tokyo University of the Arts

12-8 Ueno-Koen, Taito-ku, Tokyo 110-8714, Japan