

## Regarding a Refund of the Application Fee for AO (Self-Recommended Admissions) Screening

The documents listed in [A], [B] and [C] below should be sent by post to <Address> below using simple registered mail (簡易書留) from within Japan, or by a method that allows tracking if sending from outside of Japan. They should be sent by the deadline for applying for a refund of the application fee that is designated by each application period (deadline applies to postmark if sent from within Japan, date of arrival if sent from outside of Japan).

Please check the deadline for applying for a refund of the application fee in the AO (Self-Recommended Admissions) Screenings Application Guidebook.

<Address> Please cut along the box below and use.

**Simple Registered Mail**

Admissions Office

(Section in charge of accepting applications for refunds of application fee)

Keio University Shonan Fujisawa Campus

5322 Endo, Fujisawa-shi, Kanagawa 252-0882, JAPAN

Notes on Refunds:

- The application fee will not be refunded if all required documents for requesting a refund do not arrive by the deadline for applying for a refund of the application fee that is designated by each application period (deadline applies to postmark if sent from within Japan, date of arrival if sent from outside of Japan).
- Errors and missing parts in submitted documents and the request form will invalidate the request. Be sure to pay attention when filling out the form.

### Documents Required to Apply for a Refund of the Application Fee

[A] Application Fee Refund Request Form (third page)

[B] A photocopy of something that can be used to verify the account number of the bank into which the refund will be remitted \*No need to submit if payment was made by credit card

Please attach a photocopy of something that shows the bank account information (the front page of a bankbook, ATM card, etc.) so that a remittance can be made correctly.

[C] Documents that serve as proof of the payment of application fee

A certificate of payment issued at a convenience store. If payment was made by credit card, submit a copy of a credit card statement.

If payment was made by other means, submit an original receipt.

[C] If you do not have any documents that serve as proof of the payment of application fee,  
please fill out the form below

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To: Admissions Office, Keio University Shonan Fujisawa Campus

Regarding my application for a refund of the application fee, I am not able to submit any documents that serve as proof of the payment of application fee due to the reason below. As such, I will fill out below, put my seal or signature, and make an application. If it becomes possible for me to submit documents that serve as proof of the payment of application fee, I will promptly submit them.

1. Lost
2. Other [ ]  
[ ]  
[ ]

\* Please be detailed.

Date filled out \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
(year) (month) (date)

Name \_\_\_\_\_ (signature)

[A] **Application Fee Refund Request Form**

(Expected) Applicant name	
Date of birth (yyyy/mm/dd)	/ /
Current address	
Phone number	— —
Requested refund amount and reason	<p>35,000 yen Please check the box that corresponds to your reason for requesting a refund.</p> <p><input type="checkbox"/> I paid the application fee, but I did not apply for admission into the university. (I did not submit the application documents by post, or my application for admission was not accepted)</p> <p><input type="checkbox"/> I accidentally paid the application fee twice.</p>
Faculty	<p><input type="checkbox"/> Faculty of Policy Management</p> <p><input type="checkbox"/> Faculty of Environment and Information Studies</p>
Date of payment (yyyy/mm/dd)	/ /
Payment method	<p><input type="checkbox"/> Convenience store</p> <p><input type="checkbox"/> Credit card</p> <p><input type="checkbox"/> Other ( )</p>
Bank account to which a remittance will be made  *No need to fill in if paid by credit card (a refund will be made to credit card account)	<p>Example: <input type="checkbox"/>△Bank Hiyoshi Branch, Regular deposit account number 1234567, Hanako Keio</p> <p><u>Bank name and branch name:</u></p> <p>Note: Japan Post Bank cannot be designated as the bank into which the refund will be made.</p> <p><u>Bank account number:</u></p> <p>(Please mention if it is a regular deposit account, checking account, or savings account)</p> <p><u>Name of account holder:</u></p>
Relationship between the account holder of a bank account to which a remittance will be made and the (expected) applicant	<p>Please check the box that corresponds to the relationship.</p> <p><input type="checkbox"/> The (expected) applicant him/herself</p> <p><input type="checkbox"/> The applicant's father or mother</p> <p>Note: The bank account holder should be the (expected) applicant him/herself, or his/her father or mother.</p>