

UCSI University will calculate and notify Hosei University of the total Program expenses (see above) at least 5 months prior to the start of the Program.

(3) Remittance period

Hosei University shall remit the calculated expenses before the start of the Program

(4) Adjustment of expenses

Should a dramatic change in the economic situation, extreme fluctuation in exchange rate or unforeseen circumstances such as natural disasters take place during the interval between the notification of expenses and remittance of expenses, Hosei University and UCSI University will negotiate adjustment of expenses.

(5) Payment method

Hosei University shall remit expenses to the bank account specified by UCSI University, at least 14 days before students' group arrival at Kuala Lumpur International Airport; handling fees to be borne by the payer.

## 9. Refunding

Upon a request from Hosei University, in writing, UCSI University for a refund of Program Fees as follows:

(1) Tuition and accommodation fees

- a. In the event that a student decides not to participate in the Program before the course starts, and if UCSI University has been duly informed in writing not less than 7 days before the first class starts, all the fees except registration fee (USD\$100) will be refunded. If the cancellation is made less than 7 days before the first class starts, 75% of the student's fees paid will be refunded; no refund of fees will be made if the student decides to leave after course starts, unless it is a medical or family emergency with documental proof.
- b. In the event that a student does not participate after all fees have been remitted, all refunds less the deposit will be returned to Hosei University (bank account deposit) and not to the individual student.

(2) Refund method

UCSI University will transmit the refund into the Hosei University designated bank account, the unit of currency being in Yen equivalent of the USD stated above. All banking fees are to be borne by the payer.

## 10. Documents to be Submitted

Hosei University will submit the following documents to UCSI University

(1) Program Applications

Applications will be in the form stipulated by UCSI University.

(2) Other documents as designated by UCSI University.

## 11. Letter of Acceptance

UCSI University will provide Hosei University two months before the start of the Program the documents needed—Letter of Acceptance—to obtain a student visa, if required, information for these documents to be based on the applications submitted (see above).

## 12. Emergency Situations

Both Universities will do their utmost to aid students in case of an emergency. It is advisable for a travel insurance to be procured by each student before their travel to cover the entire duration of the passage to and fro Malaysia.

## 13. Contact Information

(1) Hosei University