

## **Partial Refund of Premium Paid for Personal Accident Insurance for Students Pursuing Education and Research (*Gakkensai*)**

As mentioned in the guidance enclosed in the enrolment guide, a refund of a portion of the insurance premium paid for the Personal Accidental Insurance for Students Pursuing Education and Research (*gakkensai*) will be issued to students who newly enrolled in October 2014. The details of the refund are as follows:

- Amount of refund: 1,000 yen (in all cases).
- Eligible persons: Full-time students who enrolled in a graduate school of Kyoto University in October 2014, and **completed the insurance enrollment procedures (and made the insurance premium payment) by October 31, 2014.**
- Documents required to be submitted:
  - (1) Bank transfer request form [designated for the refund of *gakkensai*] (please see the attached sheet.)\*<sup>1</sup>

**~~Please note: refunds can only be made directly to the students' bank account.~~**
  - (2) A copy of your bank book, cash card or other document that shows your bank details, including the bank name, branch code, account type, account number, and name of account holder. \*<sup>2</sup>

[Note] \*1: Please read the attached instructions carefully and enter all required information on the form.

\*2: Please print out a hard copy of the document on A4 paper and submit it.
- Application deadline: **February 10, 2015(indicated by the postmark on the envelope)**
- Application method: Please send all the required documents to the address below by postal mail. Incomplete applications or applications submitted after the deadline will not be accepted. Please carefully check that all information is entered correctly before submitting your documents.
- Other: The refund will be transferred to your bank account in March 2015. Please be aware that it will take a few months to process the refund.
- Address for application submission or inquiries:

Address: Student Affairs Division, Academic Affairs Dept, Kyoto University  
Yoshida Honmachi Sakyo-ku Kyoto 606-8501  
Tel: 075-753-2539