

Request for Payment of School Festival Student Contribution

Finance Department, School Festival Executive Committee of the University of Tsukuba

Introduction

Congratulations on your admission to the University of Tsukuba. We are the School Festival Executive Committee of the University of Tsukuba(筑波大学学園祭実行委員会), made up entirely of students of the university. We run the school festival at the University of Tsukuba.

What is School Festival?

A school festival is a unique Japanese festival held at schools or universities, organized mainly by students.

Food stalls and exhibitions of student creations are held on campus, entertaining visitors from both inside and outside the Institution, while also serving as a means to promote the school or university.

The school festival at the University of Tsukuba is called *Sohosai* (雙峰祭). *Sohosai* is one of the university's main events consisting of a pre-festival celebration and the two-day main festival, which attracted over 40,000 visitors in 2025. In 2026, it will be held over three days: the pre-festival celebration on Friday 30th October, the main festival on Saturday 31st October and Sunday 1st November. We look forward to welcoming you.

What is School Festival Student Contribution?

School Festival Student Contribution is the English translation of *GakuensaiGakuseiBuntankin*(学園祭学生分担金). Based on the “Agreement Concerning the School Festival”(『学園祭に関する申合せ』) established by Student Life Support Office Meeting (学生生活支援室会議) and All Colleges Students' Representative Council, University of Tsukuba (全学学類・専門学群・総合学域群代表者会議), the **School Festival Executive Committee requests all students to pay the contribution that ensure the festival is a university-wide event.** The contribution is transferred to the income of the School Festival Executive Committee every year and is used to cover the costs of running the festival. The contribution is not officially collected by the university. However, this contribution is an important part of the overall management of the festival. To ensure that all students can enjoy the festival without distinction, we kindly request your cooperation with the contribution.

Amount of Contribution

The amount of the contribution is **600 yen per expected year of enrollment**. If you pay the contribution by bank transfer, please note that you will be responsible for covering any transfer fees incurred. To reduce the burden on the Committee, we kindly request that you pay the total amount for your expected years of enrollment (e.g., ¥2,400 for four years) in a single lump sum when making your payment.

Methods and Deadlines of Payment

Concerning Programs requested to pay the contribution face-to-face

Members of the School Festival Executive Committee will accept the payments in-person at the orientation or on other occasions. **Please bring the exact amount in cash**, as change is generally not available.

The following programs are requested to pay the contribution in person.

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| ☐ Japan-Expert (bachelor degree) Program | On 20th October (At the First Year Seminar) |
| ☐ Bachelor's Program in Global Issues | On 1st October (At the First Year Seminar) |
| ☐ Bachelor's Program in Interdisciplinary Engineering | On 24th September (14:30~) |

Please note that payment methods may be subject to change. For up-to-date information such as **payment schedule**, please visit the official *Sohosai* website via the QR code on right or the link below.

<https://sohosai.com/>



If you are unable to pay the contribution at in-person payments situations, please refer to the below section, "Concerning Programs requested to pay the contribution by bank transfer"

Concerning Programs requested to pay the contribution by bank transfer

The following programs are requested to pay the contribution by bank transfer.

- ☐ Undergraduate degree in International Social Sciences
- ☐ Undergraduate Interdisciplinary Program in Life and Environmental Sciences
- ☐ Undergraduate English Program in School of Medicine and Medical Science

Please visit the website via the QR code on the right or the link below and follow the instructions to pay the contribution by bank transfer by **Sunday, 8 November**.

<https://forms.office.com/r/eA5WKx9Qjz>



If you are unable to pay the contribution by bank transfer by Sunday, 8 November, please contact us at the E-mail address at the end of this document.

Alternatively, we also accept cash payments in person at the School Festival Executive Committee Office. If you would like to pay at the Executive Committee Office, please contact us at the same E-mail address.

Notes

In some cases, organizations applying for any programs of the festival will not be accepted for this year only if any of their members have not paid the contribution. However, this does not prevent individuals who have not paid the contribution from visiting the festival.

Dealing with personal information

When we receive a contribution, we will collect personal information such as payer's name, college or program of enrolment, student ID number, E-mail address, and bank account information. Personal

information collected from payers when receiving contribution will be used to manage payment status and handle refunds and other related matters. Subsequently, the School Festival Executive Committee of the University of Tsukuba will securely store this information for six years in accordance with the stated purposes, after which it will be properly destroyed using methods that prevent recovery. We may provide personal information to third parties to the extent necessary when required by law, in response to an urgent request from the university, or when confirming payment status of members of organizations participating in the festival with the organizations' leaders or deputy leaders.

Contact Information

If you have any queries or questions, please contact us at the address below.

- ☐ E-mail address info@sohosai.com
- ☐ Telephone number 029-853-2899
- ☐ School Festival Executive Committee Office #106 Joint Use Facility Building D(KyodoRiyotou D106) 1-1-1 Tennodai, Tsukuba, Ibaraki 305-8577, Japan

