

Notification based on the Act on Specified Commercial Transactions

• TOEIC L&R Test Secure Program(for applications submitted by individuals)	
Name of business	The Institute for International Business Communication
Address	Sanno Grand Building 2-14-2, Nagata-cho, Chiyoda-ku, Tokyo 100-0014
Contact information	Phone: (03) 5521-6033 (10 a.m. – 5 p.m. daily except Saturdays, Sundays, national holidays, and New Year/year-end holidays)
Chief administrator	Hitoshi Tabuchi, General Manager of SP Division
Test fee	5,725 yen (including tax)
How and when to pay	<p>1. Applying by Internet</p> <p>(1) Payment by credit card Accepted credit cards: VISA, MasterCard, JCB * Time of payment: In accordance with membership terms and conditions set by the credit card company</p> <p>(2) Payment at convenience store Convenience stores where payment is accepted: 7-Eleven, Lawson, Ministop, FamilyMart, Seicomart * Time of payment: No later than two days following the time of application</p> <p>(3) Payment by credit card registered in Rakuten member information * Time of payment: In accordance with membership terms and conditions set by the credit card company</p>
	<p>2. Applying at convenience store terminal Payment at 7-Eleven, Lawson, Ministop, or FamilyMart convenience store * Time of payment: Within 30 minutes of entering application details at the terminal</p>
Application deadline	Within the application period set for each test date
Period service available	From test date to date on which certificates (results) are issued for test
Other applicable costs	None
Refunds	Once paid, test fees will not be refunded.
Special conditions	<ul style="list-style-type: none"> • Available test sites differ for each test. Confirm schedules by location for each test before submitting your application. • Go to the official website for information on other special conditions, if any.

• TOEIC L&R Test Secure Program (for group applications submitted by institutions)	
Name of business	The Institute for International Business Communication
Address	Sanno Grand Building 2-14-2, Nagata-cho, Chiyoda-ku, Tokyo 100-0014
Contact information	Phone: (03) 5521-6033 (10 a.m. – 5 p.m. daily except Saturdays, Sundays, national holidays, and New Year/year-end holidays)
Chief administrator	Hitoshi Tabuchi, General Manager of SP Division
Test fee	1. Normal fee

	5,725 yen (including tax) 2. Fee set by the institution
How and when to pay	Payment at the institution's pay counter * Time of payment: By the deadline set by the institution
Application deadline	Within the application period set by the institution
Period service available	From test date to date on which certificates (results) are issued for test
Other applicable costs	None
Refunds	Once paid, test fees generally will not be refunded. However, if an institution indicates it permits refunds, refunds can be made in accordance with the relevant provisions.
Special conditions	<ul style="list-style-type: none"> • Available test sites differ for each test. Confirm schedules by location for each test before submitting your application. • Go to the official website for information on other special conditions, if any.

• TOEIC S&W Tests Secure Program (for applications submitted by individuals)	
Name of business	The Institute for International Business Communication
Address	Sanno Grand Building 2-14-2, Nagata-cho, Chiyoda-ku, Tokyo 100-0014
Contact information	Phone: (03) 5521-6033 (10 a.m. – 5 p.m. daily except Saturdays, Sundays, national holidays, and New Year/year-end holidays)
Chief administrator	Hitoshi Tabuchi, General Manager of SP Division
Test fee	<ul style="list-style-type: none"> • Test fee 10,260 yen (including tax) • Test fees for the late application period 12,960 yen (including tax)
How and when to pay	<ul style="list-style-type: none"> • Test fee <ul style="list-style-type: none"> (1) Payment by credit card Accepted credit cards: VISA, MasterCard, JCB * Time of payment: In accordance with membership terms and conditions set by the credit card company (2) Payment at convenience store Convenience stores where payment is accepted: 7-Eleven, Lawson, Ministop, FamilyMart, Seicomart * Time of payment: No later than two days following the time of application • Test fees for the late application period: Payment by credit card Accepted credit cards: VISA, MasterCard, JCB * Time of payment: In accordance with membership terms and conditions set by the credit card company
Application deadline	<ul style="list-style-type: none"> • Ordinary applications Within the application period set for each test date • Applications during the late application period Within the late application period set for each test date
Period service available	From test date to date on which certificates (results) are issued for test

Other applicable costs	You will be charged the following fee if you change your test date/time or test center after submitting your application: <ul style="list-style-type: none"> • Rescheduling fee (for changing test date/time or test center): 2,700 yen (including tax) <p>* Go to the official website for information on when to submit requests to reschedule.</p>
Cancellations	<ul style="list-style-type: none"> • Applications can be cancelled only during the cancellation period set for each test date. The cancellation fee is 5,000 yen. • Regardless of test fee payment method, the test fee less the cancellation fee will be refunded into the account you designate. • Rules concerning cancellations after changes <ul style="list-style-type: none"> ◎ The rescheduling fee will not be refunded if you cancel your application after changing the test date/time or test center. The test fee less the cancellation fee will be refunded into the account you designate. ◎ If you pay a rescheduling fee to switch to a test date for which applications are not yet being accepted but subsequently cancel your application during the cancellation period, the test fee and rescheduling fee less the cancellation fee will be refunded into the account you designate.
Special conditions	Go to the official website for information on other special conditions, if any.

• TOEIC Speaking Test Secure Program (for applications submitted by individuals)	
Name of business	The Institute for International Business Communication
Address	Sanno Grand Building 2-14-2, Nagata-cho, Chiyoda-ku, Tokyo 100-0014
Contact information	Phone: (03) 5521-6033 (10 a.m. – 5 p.m. daily except Saturdays, Sundays, national holidays, and New Year/year-end holidays)
Chief administrator	Hitoshi Tabuchi, General Manager of SP Division
Test fee	<ul style="list-style-type: none"> • Test fee 6,804 yen (including tax) • Test fees for the late application period 8,586 yen (including tax)
How and when to pay	<ul style="list-style-type: none"> • Test fee <ol style="list-style-type: none"> (1) Payment by credit card Accepted credit cards: VISA, MasterCard, JCB * Time of payment: In accordance with membership terms and conditions set by the credit card company (2) Payment at convenience store Convenience stores where payment is accepted: 7-Eleven, Lawson, Ministop, FamilyMart, Seicomart * Time of payment: No later than two days following the time of application • Test fees for the late application period: Payment by credit card Accepted credit cards: VISA, MasterCard, JCB * Time of payment: In accordance with membership terms and conditions set by the credit card company
Application deadline	<ul style="list-style-type: none"> • Ordinary applications Within the application period set for each test date • Applications during the late application period

	Within the late application period set for each test date
Period service available	From test date to date on which certificates (results) are issued for test
Other applicable costs	You will be charged the following fee if you change your test date/time or test center after submitting your application: <ul style="list-style-type: none"> • Rescheduling fee (for changing test date/time or test center): 1,782 yen (including tax) * Go to the official website for information on when to submit requests to reschedule.
Cancellations	<ul style="list-style-type: none"> • Applications can be cancelled only during the cancellation period set for each test date. The cancellation fee is 3,150 yen. • Regardless of test fee payment method, the test fee less the cancellation fee will be refunded into the account you designate. • Rules concerning cancellations after changes <ul style="list-style-type: none"> ◎ The rescheduling fee will not be refunded if you cancel your application after changing the test date/time or test center. The test fee less the cancellation fee will be refunded into the account you designate. ◎ If you pay a rescheduling fee to switch to a test date for which applications are not yet being accepted but subsequently cancel your application during the cancellation period, the test fee and rescheduling fee less the cancellation fee will be refunded into the account you designate.
Special conditions	Go to the official website for information on other special conditions, if any.

• TOEIC S&W Tests Secure Program (for group applications submitted by institutions)	
Name of business	The Institute for International Business Communication
Address	Sanno Grand Building 2-14-2, Nagata-cho, Chiyoda-ku, Tokyo 100-0014
Contact information	Phone: (03) 5521-6033 (10 a.m. – 5 p.m. daily except Saturdays, Sundays, national holidays, and New Year/year-end holidays)
Chief administrator	Hitoshi Tabuchi, General Manager of SP Division
Test fee	1. Normal fee 10,260 yen (including tax) 2. Fee set by the institution
How and when to pay	Payment at the institution's pay counter * Time of payment: By the deadline set by the institution
Application deadline	Within the application period set by the institution
Period service available	From test date to date on which certificates (results) are issued for test
Other applicable costs	None
Cancellations	Once paid, test fees generally will not be refunded. However, if an institution indicates it permits refunds, refunds can be made in accordance with the relevant provisions.
Special conditions	Go to the official website for information on other special conditions, if any.

• TOEIC Bridge Test Secure Program (for applications submitted by individuals)	
Name of business	The Institute for International Business Communication

Address	Sanno Grand Building 2-14-2, Nagata-cho, Chiyoda-ku, Tokyo 100-0014
Contact information	Phone: (03) 5521-6033 (10 a.m. – 5 p.m. daily except Saturdays, Sundays, national holidays, and New Year/year-end holidays)
Chief administrator	Hitoshi Tabuchi, General Manager of SP Division
Test fee	4,320 yen (including tax)
How and when to pay	(1) Payment by credit card Accepted credit cards: VISA, MasterCard, JCB * Time of payment: In accordance with membership terms and conditions set by the credit card company (2) Payment at convenience store Convenience stores where payment is accepted: 7-Eleven, Lawson, Ministop, FamilyMart, Seicomart * Time of payment: No later than two days following the time of application
Application deadline	Within the application period set for each test date
Period service available	From test date to date on which certificates (results) are issued for test
Other applicable costs	None
Refunds	Once paid, test fees will not be refunded.
Special conditions	Go to the official website for information on other special conditions, if any.

• TOEIC Bridge Test Secure Program (for group applications submitted by institutions)	
Name of business	The Institute for International Business Communication
Address	Sanno Grand Building 2-14-2, Nagata-cho, Chiyoda-ku, Tokyo 100-0014
Contact information	Phone: (03) 5521-6033 (10 a.m. – 5 p.m. daily except Saturdays, Sundays, national holidays, and New Year/year-end holidays)
Chief administrator	Hitoshi Tabuchi, General Manager of SP Division
Test fee	1. Normal fee 4,320 yen (including tax) 2. Fee set by the institution
How and when to pay	Payment at the institution's pay counter * Time of payment: By the deadline set by the institution
Application deadline	Within the application period set by the institution
Period service available	From test date to date on which certificates (results) are issued for test
Other applicable costs	None
Refunds	Once paid, test fees generally will not be refunded. However, if an institution indicates it permits refunds, refunds can be made in accordance with the relevant provisions.
Special conditions	Go to the official website for information on other special conditions, if any.