

# Instructions for Filling the Application (Exemption and Deferment)

## **Tuition Exemption Application and Tuition Deferment Application (03\_授業料免除兼授業料徴収猶予申請書)**

### 1. Name / Address

The applicant and the applicant's guarantor must write own information by yourselves.

### 2. Reasons for Applying

Explain in detail your reasons for applying the exemption based on your circumstances as of April 1<sup>st</sup> (1<sup>st</sup> semester) and Oct.1<sup>st</sup> (2<sup>nd</sup> semester).

### 3. Telephone and e-mail address

Telephone number and e-mail address(to send result of result) will be used to contact you for evaluation if the need is urgent. **Write the e-mail address and telephone number clearly. As a general rule, the result will be notified by on-campus mail TMD mail, so please set it so that you can see it.**

## **Tuition Deferment Application (03\_授業料徴収猶予申請書)**

"Name / Address" section must write own information by yourselves.

## **Household Status Report (02\_家庭調書)**

1. Do not write anything in the section marked 「大学記入欄」 (To be completed by the university).
2. 「奨学金受給状況」 (Scholarship or Grant reception status)

Be sure to note the name of scholarship and the annual amount awarded (from April of last year to March of this year).

3. 「留年・休学歴」 (Years repeated, leaves of absence):

Indicate if you have ever, prior to applying for this exemption, repeated a year of school or taken a leave of absence from school. Graduate students don't have to write the situation of previous course.

4. 「独立生計者」 (Confirmation of financial independence):

We consider the privately funded international student is financially independent person, circle No.4 「該当する」.

**※Following is applicable only. In the case of family member live in Japan.**

5. 「家族」 (Your family)

▪ **If your family live together in Japan, write the information about them.**

**Maybe most international students live yourself in Japan, so write only your name at this section.**

▪ If one of the applicant's parents has died or lives in a separate household, enclose that person's name in parentheses ( ), and in the 「特別控除」 (Special deductions) section, write the date of death/household separation under the "Single-parent household" heading.

6. 「就学者」 (Student in your family):

- Write information regarding students enrolled in a school as of Apr. 1<sup>st</sup> or Oct 1<sup>st</sup>. If your family intend to enroll in a school in Japan, this will be confirmed through the letter of enrollment notifying.
- "Enrolled student" means if your family go to following types of schools: Elementary school, junior high school, high school, university, graduate school (including advanced courses), school for visually impaired, hearing impaired, disability children, teacher's training school and special training school (excluding general courses).

- If your family go to "special training school," write the official name of the school and note the prefecture in which the school is located in parentheses ( ).
- Preparatory school students, and students who have failed an entrance exam, who goes to the National Defense Academy or a fisheries college, international school, or university researchers and non-degree students are not considered as enrolled students. Their names should be written in the "Family members" section only.
- If your siblings (excluding elementary and junior high school students) or partner has been enrolled in a national (public) school since the previous year in Japan, indicate whether they received a tuition exemption or not at *Result of Tuition Exemption*.
- \* If your family did not receive any tuition exemption for either 1<sup>st</sup> or 2<sup>nd</sup> semester, you do not have to write "Amount of tuition fee" section.
- \* If your family enrolled in Institute of Science Tokyo, write the name of their department (research course) in the "School name (grade)" section.

7. “特別控除” (Special deductions) section

- A single-parent family is defined as a family that meets one of the following criteria household:
  - a. Father or mother and child.
  - b. Father or mother, child, and grandparents with no economic resources aged 60 or older.
  - c. Only children.
  - d. Child and grandparents aged 60 or older.
  - e. Unmarried sibling and child.
  - f. Unmarried sibling, a child, and grandparents with no economic resources aged 60 or older.

**Note:** Siblings aged 18 older who are enrolled in school or are non-working due to long-term care obligations or a physical disability shall be treated as children under the age of 18.

- "Grandparents with no economic resources" means their income in the previous year was less than ¥500,000.
- "Grandparents" and "siblings" also refer to circumstance that there is only a single grandparent or a single sibling.

- A "household with disability member" means a household if your family fulfills one of the following criteria:
  - a. The person who has been (or could be) issued a Physical Disability Certificate pursuant to the Law for the Welfare of Physically Handicapped.
  - b. The person who has been certified as having a pollution-related disease or physically injured by pollution.
  - c. An atomic bomb survivor whose physical functions are impaired.
  - d. The person deemed to lack the ability to think sensibly and reasonably due to a mental health impediment or have an intellectual disability.
  - e. The person who are bedridden and require complex care.

**Note:** If situations “b” to “e” apply, the applicant should provide a detailed explanation in the "Reasons for applying" section of the Tuition Exemption Application and Tuition Deferment Application [Tuition Exemption Application and Tuition Deferment Application (03\_授業料免除兼授業料徴収猶予申請書)].

- A "household with a long-term care person" means if one of your family has been received long-term care or deemed to require care for 6 months or more as of the date of application. Medical care expenses are considered from the following. Do not include expenses that are covered by health insurance.
  - a. The treatment fees or medical care expenses paid for receiving treatment by a doctor or dentist.

- b. Expenses for admission into a hospital or other facility (excluding meal fees, special room and cloths)
  - c. Expenses for receiving treatment by an anma massage (traditional Japanese massage) therapist, acupuncturist, or judo-orthopedic therapist.
  - d. Expenses paid to nurses (including boarding).
  - e. Drug expenses for therapies or medical treatment.
  - f. Transportation expenses for go to hospitals (limited to those deemed necessary).
  - g. Ten percent (10%) of the out-of-pocket expenses paid by individuals who have been certified as "requiring care" or "requiring assistance" under the Long-Term Health Care Law when using care services.
- Householder lives in a separate residence because he or she works away from home.  
The extraordinary expenses are limited to housing costs, and electrical and water utilities.

※**Note:** Please make a monthly summary of copies of receipts and list the amounts on the “24\_明細表(Detail List)”.

- A "household that has been affected by fire, flood, or other property loss" means a household that has been affected by natural disaster in the year prior to application, spend have increased or income have decreased. Also who are expected to live difficulty 2 years or more.
- The amount of damage shall be calculated as follows:
  - a. If there has been suffered on the household goods necessary to live everyday life.
    - A minimum amount of expense for clothing and furniture, repair costs.
  - b. If your own farm or commercial shop has been suffered.
    - Annual amount of expect income losses over.
  - c. If your family have claimed a deduction on their income tax by natural disaster, the amount of that deduction.

#### **Recommendation letter from the student's academic advisor (04\_推薦書)**

1. This form only applies to graduate school students.
2. The recommendation letter is required for the academic performance component on which tuition exemption is determined. (The student's academic advisor is to write any observations that support his/her recommendation.)
3. Please have your academic advisor sign the form.

#### **Statement of Financial Independence (08\_独立生計申立書)**

1. Privately funded international students must submit this.
2. Students who submit this document must provide documents verifying those conditions.

- Budget of **Monthly** living costs 「1ヶ月の平均生活費の内訳」

This figure should be completed about the entire family who live in the same house in Japan.

- Expenses 「支出」

Write the expenses for monthly cost of living. In the case of shared accommodation, write only your individual payment in the housing expenses section.

- Revenues 「収入」

Write your average **monthly income** as the amount.

- Regular job

Write the monthly base salary from your regular job.

- Part-time job

In the section, write the income received from work as a RA, TA, or GCOE. Use the information found on the monthly pay statement received from the university.

In both cases, submit previous year's certificate of withholding or a pay (expectation) certification.

- Remittance

Write the amount of money received monthly from your family, relatives or your friends

- Scholarship

Write monthly amount, organization and duration of all scholarships.

- Deposit

Write amount withdrawn from savings each month.

- Write all other funds or income in this section, or example cash on hand from your home country.

<b>Verification of Tuition Exemption</b> (21_授業料免除等証明書)
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1. Required id your family are enrolled in a national school in Japan.
2. Ask them to go to their student support unit to fill in this documents.