

Guide to Applying for Yamaguchi University Tuition Fee Exemptions for the FY2020 Second Semester

Student Support Section, Student Support Division, Yamaguchi University

○Important points

Undergraduate students enrolled after April 2020 are not eligible.

If you have applied for a tuition fee exemption for the FY2020 first semester, you can simplify your submission.

In the event that you have received a telephone call from the counter in charge, but you were unable to answer, please call back. Furthermore, as we may send e-mails to the "E-mail address at which the applicant can definitely be reached" that has been entered on the application form for tuition fee exemption, please be sure to check your e-mails.

○Schedule

1. Current students

(Undergraduate students enrolled before April 2020 and graduate students) :
July 27 (Mon) to August 21 (Fri), 2020

*We do not accept applications on Saturdays, Sundays or national holidays.

*Applications will not be accepted during the school closing
from August 11 (Tue) to August 17 (Mon)

2. First-year-graduate students (Starting in October, 2020):

October 5 (Mon) to October 9(Fri), 2020

3. Decisions on results for applications:

January to February 2021(planned)

○Submit your application forms to:

| Area | Office |
|----------------|--|
| Yoshida Campus | Student Service Office, Student Support Section, Student Support Division (Counter No.8, First floor, General Education Main Building) |
| Kogushi Campus | Education/Student Support Office, Educational Affairs Section, Faculty of Medicine and Health Sciences |
| Tokiwa Campus | Student Office, Educational Affairs Section, Faculty of Engineering |

1. Eligible students:

Undergraduate students enrolled before April 2020 and graduate students who meet any of the following qualifications are eligible:

- (1) Students who have a record of academic excellence and are found to be experiencing difficulties paying their tuition fees for financial reasons, ;
- (2) Students who are found to be having significant difficulties with paying their tuition fees because their educational sponsor has died, or the student him/herself or his/her educational sponsor has suffered damages from events such as storms, floods or other natural disasters.

* As of October 1, 2020, students who are repeating a year or who have exceeded the number of years of study for their course generally cannot apply. However, in cases where special circumstances have led to the student's repeating a year or exceeding the number of years of study for their course, we may accept his/her application. Please contact the Student Service Office, Student Support Section (Counter No. 8, First floor, General Education Main Building).

2. Application period

As described on the cover

9:00 to 17:00, on weekdays only

* We do not accept applications on Saturdays, Sundays or national holidays.

* Please comply strictly with the application period and reception hours.

Applications shall not be accepted after the application period regardless of the reason.

3. Application procedures

- (1) Prepare the required documents (refer to "4. Documents to be submitted" for details of the documents required)
- (2) With reference to the Operating Manual for the Tuition Fee Exemption Application System, enter the necessary information through the website and print out the "Written Personal Statement".
- (3) Submit the "required documents prepared in (1)" and the "Written Personal Statement" to appropriate place, as listed on the cover.

* The period during which you can log in to the Tuition Fee Exemption Application System is the same as the period described in "2. Application period". **Furthermore, log-in can only be done from within the campuses of Yamaguchi University.**

* Students who do not belong to the Graduate School of Management of Technology (MOT) are not permitted to log in to the Tuition Fee Exemption Application System from MOT Hiroshima/Fukuoka classrooms.

National University Corporation Yamaguchi University homepage → To Current Students
 → "Gakusei Seikatsu no Tebiki" (= Guide to Student Life) → (2) Admission Fee / Tuition Fees



4. Documents to be submitted

(1) Documents all applicants must submit

In cases where documents 1 to 3 are not all submitted, the application cannot be accepted.

| Documents to be submitted | Notes |
|---|---|
| 1. Application for tuition fee exemption | - Please fill in the request form for the Application for Tuition Fee Exemption. |
| 2. Written Personal Statement | - For the input method, please refer to the Operating Manual for the Tuition Fee Exemption Application System. |
| 3. Income and Taxation Certificate (original copy) for <u>FY 2020 (Year of 2019)</u> | <p><u>- Certificates are required for all family members described in "2. Written Personal Statement" with whom you share the same livelihood.</u></p> <p>[Note] - In cases where siblings of the applicant live with him/her but have an independent livelihood, Income Certificates for them are not required. - In the case of international students who were not residing in Japan as of January 1, 2019, submission is not required.</p> |

(2) Documents regarding income

If you have family members with whom you share the same livelihood and who come under the following items, please submit the required documents in addition to the Income Certificates, with regard to all income:

1. Employment income

| Person concerned | Required documents | Issuing authority, etc. |
|--|--|---|
| Currently employed | <p><input type="radio"/> Withholding record for 2019 (Copy)</p> <p>- In cases where it is not available at hand as a result of loss, etc., please ask your employer to reissue it or prepare a "Proof of (Expected) Salary Payment" (a prescribed form is available). In cases of part-time workers, etc. who receive no bonuses, copies of payslips for the most recent three (3) months may be submitted instead.</p> <p>- In cases where salary is paid in cash (mainly part-time workers), please ask your employer to prepare a "Proof of (Expected) Salary Payment, Etc".</p> | Employer |
| Started new employment on or after January 2, 2019 | <p><input type="radio"/> Proof of (expected) salary payment, etc. (a prescribed form is available).</p> <p>- Please be sure to submit this in cases of forms of employment where a bonus is paid as per full-time employees, etc. or cases where the salary is paid in cash.</p> <p>- In cases of forms of employment such as part-time jobs where no bonus is paid, copies of payslips for the most recent three (3) months may be submitted instead.</p> | Employer |
| Receiving unemployment benefit | <p><input type="radio"/> Employment insurance qualified recipient's identification card (Front/back)(Copy)</p> <p>- Please submit a copy of a document that shows the daily amount of the basic allowance and the remaining number of days for the benefit.</p> | Hello Work (= Public Employment Security Office) |
| Recipient of pension | <p><input type="radio"/> Withholding record for pensions, etc. for 2019 (Copy)</p> <p>- In cases where there is no withholding record, the most recent "Notification of Pension Payment (Remittance) (copy)" or "Notification of Revised Pension (copy)" may be submitted instead.</p> | Japan Pension Service, etc. |
| Recipient of disability pension Recipient of survivor's pension | <p><input type="radio"/> The most recent "Notification of Pension Payment (Remittance) (copy)" or "Notification of Revised Pension (copy)"</p> | Japan Pension Service, etc. |

| | | |
|--|--|--------------------------------------|
| Person concerned | Required documents | Issuing authority, etc. |
| Recipient of child allowance | ○ A notification regarding child allowance showing the amount (copy) | Public offices of municipality |
| Recipient of child rearing allowance | ○ Child rearing allowance certificate (copy) or notification regarding decision with regard to child rearing allowance amount (copy) | Public offices of municipality |
| Recipient of Special child rearing allowance | ○ Special child rearing allowance certificate (copy) or notification regarding decision with regard to Special child rearing allowance amount (copy) | Public offices of municipality |
| Recipient of sickness and injury allowance | Notification regarding decision with regard to sickness and injury allowance (copy) - Please submit copies for one (1) year for the previous year (2019. If the payment period is less than one (1) year, please submit copies for the period payment was actually made. | Insurer |
| Household on public assistance | ○ The most recent notification regarding decision (change) with regard to public assistance (copy) - Please submit documents that show the amount of money, such as monthly payments. | Public offices of municipality, etc. |

2. Income other than employment income

| | | |
|--|---|-------------------------|
| Person concerned | Required documents | Issuing authority, etc. |
| Self-employed Commerce, industry, agriculture, forestry, fisheries and real estate industries Miscellaneous income (interest dividends, occasional income), etc. | [In cases of having filed tax returns] ○ Table 1, Table 2 and Table 3 of the filed tax return for 2019(copy) [In cases of having filed a declaration for city and prefectural tax] ○ City and prefectural tax declaration for FY2020(copy) [In cases of establishment of business / change of occupation in or after January, 2019 In addition to the "Tax Return" or the "City and Prefectural Tax Declaration", please submit "documents with which the amounts of income and the necessary expenses for the most recent three (3) months (in an optional form) can be confirmed". | |

3. Extra income

| Person concerned | Required documents | Issuing authority, etc. |
|---|---|--|
| Retired on or after April 1, 2020 If you are enrolled in October 2020, retired on or after October 1, 2019 | <input type="radio"/> Proof regarding retirement (a prescribed form is available). | Employer |
| Educational sponsor has died On or after April 1, 2020 If you are enrolled in October 2020, on or after October 1, 2019 | <input type="radio"/> Death certificate (copy), etc. with which the death can be confirmed <input type="radio"/> Proof regarding retirement (a prescribed form is available). <input type="radio"/> Payment certificate for proceeds of life insurance, etc. (copy) - Please submit those of the above documents that apply to you. | Medical doctor Former employer Insurer, etc. |

(3) Documents regarding special deductions

If you wish to have the following special deductions, please submit the documents that apply to you. If documents are not submitted by the due date designated by the university, they will not count toward deductions.

| Category | Required documents | Issuing authority, etc. |
|--|---|-----------------------------------|
| Cases where siblings of the applicant are enrolled in a national university (junior college), vocational high school, advanced vocational school (specialized/advanced course) | <input type="radio"/> Certificate of enrollment and certificate of tuition fee exemption status (prescribed forms are available) - Please submit the original. - Please submit documents issued and dated on or after October 1, 2020 - Please submit them by October 9 (Fri), 2020 | School, etc. they are enrolled at |
| Cases where siblings of the applicant are enrolled in public/private university (junior college), vocational high school, advanced vocational school (specialized/advanced course) | <input type="radio"/> Certificate of enrollment (In cases of advanced vocational school, the course enrolled on must be specified.) - Please submit the original. - Please submit documents issued and dated on or after October 1, 2020. - Please submit them by October 9 (Fri), 2020 | School, etc. they are enrolled at |
| Cases where there are persons with disabilities | <input type="radio"/> Physical disability certificate (copy) | Public offices of municipality |

| Category | Required documents | Issuing authority, etc. |
|---|---|---------------------------------------|
| <p>Cases where there are persons undergoing long-term recuperation of six (6) months or more</p> | <ul style="list-style-type: none"> ○ Written statement of long-term recuperation (a prescribed form is available) ○ Medical certificate which proves that the recuperation period is six (6) months or more, and also that the person is undergoing medical treatment at present ○ Receipts for the most recent one (1) year (copies) ○ In cases where compensation has been received, for example for expensive medical charges, any document that proves the amount (a notice of remittance, etc.) (only if applicable) | <p>Medical institutions</p> |
| <p>Cases where the applicants themselves or their educational sponsors have suffered disaster damage</p> <p>On or after April 1, 2020</p> <p>If you are enrolled in October 2020, on or after October 1, 2019</p> | <ul style="list-style-type: none"> ○ Disaster-victim certificate ○ Valuation certificate | <p>Public offices of municipality</p> |

(4) Other documents

| Category | Required documents | Issuing authority, etc. |
|---|---|-------------------------------|
| Graduate students enrolled in April 2020 or October 2020 * This shall apply only to persons who enrolled after graduating from (completing) a university (graduate school) <u>other than</u> Yamaguchi University. | <input type="radio"/> Academic transcript of the university (or graduate school) you graduated from | University you graduated from |
| Recipients of grant-type scholarships * Scholarships for which repayment is unnecessary. | <input type="radio"/> Acceptance letter for scholarship (copy) - Please submit documents that show the amount you received. For loan-type scholarships (Japan Student Services Organization, etc.), submission of the above is <u>not required</u> . | |
| Persons of independent livelihood | <input type="radio"/> Declaration Form for Circumstances Regarding Livelihood (Written Statement of Independent Livelihood) (a prescribed form is available) <input type="radio"/> A copy of your health insurance card <input type="radio"/> Documents certifying that he/she is not a dependent of his/her father, mother, etc. under the Income Tax Act (his/her father's or mother's withholding record (copy), etc.) | |
| International students | <input type="radio"/> Declaration Form for Circumstances Regarding Livelihood (Written Statement of Independent Livelihood) (a prescribed form is available) <input type="radio"/> A copy of your residence card (Both sides) <input type="radio"/> A copy of your health insurance card <input type="radio"/> Documents that prove the amount of money sent for support (if any) (For example, a copy of a bankbook) <input type="radio"/> Acceptance letter for scholarship (copy) | |

5. Documents submitted by applicants for the first semester at the time of application for the second semester

If you have applied for a tuition fee exemption for the FY2020 first semester, you can simplify your submission. Please submit documents 1-3 if there is no change from the first semester, and 1-4 if there is a change from the first semester.

If you do not apply for the tuition exemption in the first semester, if you apply by the following method, the application will be invalid.

(1) Documents all applicants must submit

In cases where documents 1 to 3 are not all submitted, the application cannot be accepted.

| Documents to be submitted | Notes |
|---|--|
| 1. Application for tuition fee exemption 【For those who have applied for the first semester】 | - Please fill in the request form for the Application for Tuition Fee Exemption. - If there is a change, please fill in concrete content by all means. |
| 2. Written Personal Statement | - For the input method, please refer to the Operating Manual for the Tuition Fee Exemption Application System. |
| 3. Income and Taxation Certificate (original copy) for <u>FY 2020 (Year of 2019)</u> | - <u>Certificates are required for all family members described in "2. Written Personal Statement" with whom you share the same livelihood.</u> [Note] - In cases where siblings of the applicant live with him/her but have an independent livelihood, Income Certificates for them are not required. - In the case of international students who were not residing in Japan as of January 1, 2019, submission is not required. |
| 4. Documents regarding the change from the first semester | Please submit the necessary documents in response to the changes. |

6. About missing documents

After submitting the application documents, if there are any missing documents, we will request by telephone or e-mail to submit by the deadline specified by the University, so please respond promptly if there is any contact. If no missing documents are submitted by the deadline specified by the University, a reminder document will be sent to the parent or guardian (if it is an independent living individual or an international student, it will be sent to the applicant). Please note that if you do not submit by the deadline described in the dunning document, your application will be invalid.

7. Timing of decisions on results for applications and payment of tuition fees

For the tuition exemption for the Second semester, a notification e-mail will be sent to the applicant's official Yamaguchi University e-mail address between January and to February 2021. The selection of tuition exemption is made for the first semester and the second semester, so the exemption results may differ between the first semester and the second semester.

Please do not pay the tuition fee because the tuition payment will be deferred until the application result is notified. Once tuition fees are paid, they cannot be refunded, so if you pay them, you will be deemed to have declined the tuition fee exemption application.

After notifications of application results, for students whose result is "Not approved," please deposit the full amount of tuition fees, and for students with half exemption, please deposit the half tuition fee by the day before the designated day because we will withdraw the said amounts respectively on the designated day. Failure to make payment will result in removal of your name from the register.

8. Notes

In cases where the content, etc. described in the application forms is found to be different from the facts, please note carefully that approval of exemption may be canceled even after notification of the application result.

Inquiries regarding this guide:

Student Service Office, Student Support Section, Yamaguchi University
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