

Guide to
Applying for Yamaguchi University Tuition Fee Exemptions for
the FY2017 First Semester

Student Support Section, Student Support Division, Yamaguchi University

At Yamaguchi University, students who are found to be having difficulties paying their tuition fees for financial reasons, and who have a record of academic excellence, may be granted a full or half exemption of the tuition fees for each semester, on the basis of a selection based on applications by the students themselves. If you wish to be granted an exemption, please read this guide carefully and then apply.

1. Eligible students:

Students who come under any of the following items shall be eligible:

- (1) Students who are found to be experiencing difficulties paying their tuition fees for financial reasons, and who have a record of academic excellence;
- (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 April 1, 2017, 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).

* Regarding "students who have a record of academic excellence":

The criteria for judging whether a student's record is one of academic excellence are posted at the following site:

<http://gakuseishien.jimu.yamaguchi-u.ac.jp/tebiki/html/f06-02.htm#03>

2. Application period

January 30 (Mon) to February 17 (Fri), 2017

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 "5. 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) After checking it using the Pre-reception Check Sheet, submit the "required documents prepared in (1)" and the "Written Personal Statement" to "4. Places to submit application forms to."

* 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.

* Log in to the Tuition Fee Exemption Application System from the following site:
<http://ds26.cc.yamaguchi-u.ac.jp/~ga113/menjo/index.php/users/login>

* Check the Operating Manual for the Tuition Fee Exemption Application System from the following site:
<http://gakuseishien.jimu.yamaguchi-u.ac.jp/tebiki/syorui/manual.pdf>

* Check the places and methods for printing out within the campus from the following site:
<http://www.cc.yamaguchi-u.ac.jp/guides/gakunai/printer/>

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

The screenshot shows a Japanese website page with the following content:

- Links at the top: [平成27年度後期分授業料免除の申請について](#), [平成27年度後期分授業料免除の決定について](#), [平成27年台風18号等による大雨により被災した学生の皆さまへ](#)
- Main text:

経済的理由により授業料の納付が困難であり、かつ、学業優秀と認められる方には、本人の申請に基づき選考の上、前期分及び後期分授業料の全額又は半額を免除する制度があります。

免除等の申請は、各期の授業料の納期前に取り扱いますので、希望者は、[授業料免除申請システム](#)（学内からのみアクセス可能）（後期分は8月、前期分は2月に実施）に所要事項を記入し、[担当館へ](#)願い出てください。在学生の申込スケジュールは、[授業料免除申請システム操作マニュアル](#)内に記載がありますのでご確認ください。
- Buttons: Two green buttons labeled [授業料免除申請システム操作マニュアル](#) and [授業料免除申請システム](#).
- Section Header: **申込手順**
- Steps:
 - ① [授業料免除申請システム操作マニュアル](#)を参照の上、「2. 本人調書の新規作成」を行います。
 - ② 本人調書を印刷し提出してください。また、「2-4. 必要書類の確認」で提出時に必要な書類がある場合には、併せて提出してください。
- Footnote: ※ 必要書類については、[下記一覧](#)からも確認できます。

4. The places to submit application forms to

Student's School/Graduate School Faculty	Places to submit to
First-year students in the Faculties of Humanities, Education, Economics, Science, Agriculture, Global and Science Studies, Medicine and Health Sciences, Engineering, and the Joint Faculty of Veterinary Medicine; and students in the Graduate Schools of Humanities, Education, Economics, Medicine (Science / Agriculture), Sciences and Technology for Innovation (Science / Agriculture), Science and Engineering (Science / Agriculture), Agriculture, and East Asian Studies, and the United Graduate School of Veterinary Science.	Student Service Office, Student Support Section, Student Support Division (Counter No.8, First floor, General Education Main Building)
Second year or higher students in the Faculty of Medicine and Health Science and students in the Graduate School of Medicine (Medicine),	Education/Student Support Office, Educational Affairs Section, Faculty of Medicine and Health Sciences
Second-year or higher students in the Faculty of Engineering, students in the Graduate Schools of Medicine (Engineering), Sciences and Technology for Innovation (Engineering), Science and Engineering (Engineering), and Innovation and Technology Management.	Student Office, Educational Affairs Section, Faculty of Engineering

5. 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	<ul style="list-style-type: none"> - Applicants are asked to prepare this themselves. - Please prepare it as a Word document. <u>If it has been prepared by hand, please type it up as a Word document.</u> - Please fill in the request form for the Application for Tuition Fee Exemption for the FY2017 First Semester. Applications using past fiscal years' forms shall not be accepted.
2. Written Personal Statement	<ul style="list-style-type: none"> - For the input method, please refer to the Operating Manual for the Tuition Fee Exemption Application System. After inputting all the information, please print it out using A4 size paper and submit it. - The places and methods for printing out are described in "3. Application procedures".
<p>3. Income Certificate (original copy) for FY 2016 (Year of 2015)</p> <p>* The names may differ depending on the municipality.</p> <ul style="list-style-type: none"> - Application for City and Prefectural Taxation (Income) Certificate - Certificate of Income Taxation, etc. 	<ul style="list-style-type: none"> - <u>Certificates are required for all family members described in "2. Written Personal Statement" with whom you share the same livelihood.</u> - Certificates for family members without any income (full-time housewife, family members under 15 years old, high school students, etc.) are also required without exception. - In the case of persons without any income, an Income Certificate may not be issued depending on the municipality. In such cases, please submit the <u>Certificate of Tax Exemption</u>. - In the case of international students who were not residing in Japan as of January 1, 2015, submission is not required. [Note] - In cases where siblings of the applicant live with him/her but have an independent livelihood, Income Certificates for them are not required.
4. Pre-reception Check Sheet	

[Important] Notes regarding the "Documents all applicants shall submit"

In cases that come under any of the following items ① to ③, **the application shall be invalid even after it has been accepted.**

① In cases where family members who share the same livelihood have not been entered in the Tuition Fee Exemption Application System;

→ We shall confirm whether there are Income Certificates for all family members who share the same livelihood and are described in the Written Personal Statement. Without the Income Certificates for all family members, the application will not be accepted.

After receipt, past application documents will be checked. As a result, **regardless of whether there are also other family members who share the same livelihood, if it is found that there is no description of them in the Written Personal Statement, the application shall be invalid even after reception.**

② In cases where an Income Certificate submitted is not "FY2016 (Year of 2015)";

→ Income Certificates for "FY2015 (Year of 2014)" shall not be accepted. Please submit the Income Certificates for the latest fiscal year.

③ In cases where a submitted Income Certificate is not the original copy.

→ Photocopies, facsimiles, etc. shall not be accepted.

(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:

Person concerned	Required documents	Issuing authority, etc.
Currently employed (Company employee, civil servant, part-time worker, TA/RA, etc.) * Including the applicant's own part-time employment.	<input type="radio"/> Withholding record for 2016 (Copy) - 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. - 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".	Employer
Started new employment on or after January 2, 2016 Including part-time jobs * Including the applicant's part-time employment.	<input type="radio"/> Proof of (expected) salary payment, etc. (a prescribed form is available). - 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. - 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.	Employer
Retired on or after October 1, 2016	<input type="radio"/> Proof regarding retirement (a prescribed form is available). - A withholding record for retirement income may be submitted instead. - As long as the amount of retirement allowance and payment date can be confirmed from it, a document other than the form designated by the university may be submitted instead. However, this shall be limited to documents carrying the employer's seal, etc. - <u>For persons who were full-time employees at the time of retirement, please submit it regardless of retirement allowance.</u> (It is not required for part-time employment)	Employer
Receiving unemployment benefit	<input type="radio"/> Employment insurance qualified recipient's identification card (Front/back)(Copy) - 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.	Hello Work (= Public Employment Security Office)

Recipient of pension	<ul style="list-style-type: none"> ○ Withholding record for pensions, etc. for 2016 (Copy) - 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. - In cases where multiple pensions are being received, please submit documents for all pensions. 	Japan Pension Service, etc.
Recipient of disability pension Recipient of survivor's pension	<ul style="list-style-type: none"> ○ The most recent "Notification of Pension Payment (Remittance) (copy)" or "Notification of Revised Pension (copy)" 	Japan Pension Service, etc.
Recipient of child allowance	<ul style="list-style-type: none"> ○ A notification regarding child allowance showing the amount (copy) - Depending on the municipality, there may be cases where no notification is issued. In such cases, please submit "a copy of a bankbook (one by which the October, 2016 remittance can be confirmed)". 	Public offices of municipality
Recipient of child rearing allowance	<ul style="list-style-type: none"> ○ Child rearing allowance certificate (copy) or notification regarding decision with regard to child rearing allowance amount (copy) 	Public offices of municipality
Recipient of sickness and injury allowance	<ul style="list-style-type: none"> ○ Notification regarding decision with regard to sickness and injury allowance (copy) - Please submit copies for one (1) year for the previous year (2016). If the payment period is less than one (1) year, please submit copies for the period payment was actually made. 	
Household on public assistance	<ul style="list-style-type: none"> ○ 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. 	
Educational sponsor has died On or after October 1, 2016	<ul style="list-style-type: none"> ○ Death certificate (copy), etc. with which the death can be confirmed ○ Proof regarding retirement (a prescribed form is available). ○ 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.

<p>Self-employed Commerce, industry, agriculture, forestry, fisheries and real estate industries Miscellaneous income (interest dividends, occasional income), etc.</p>	<p>[In cases of having filed tax returns] ○ Table 1, Table 2 and Table 3 of the filed tax return for 2016 (copy) [In cases of having filed a declaration for city and prefectural tax] ○ City and prefectural tax declaration for FY2017 (copy) [In cases of establishment of business / change of occupation in or after January, 2016] 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". - If you won't be able to make it in time to submit them during the application period, <u>please submit them by March 31 (Fri), 2017.</u> - If you cannot bring them in person directly to the counter in charge, we will accept them by post, but they must reach us <u>no later than March 31 (Fri), 2017 without fail.</u></p>	<p>Tax office Public offices of municipality</p>
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(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)	<p>○ Certificate of enrollment and certificate of tuition fee exemption status (prescribed forms are available)</p> <p>- We shall accept certificates in the prescribed forms only. However, the forms of each institution may be submitted instead, providing they include a description regarding tuition fee exemption status for FY2016.</p> <p><u>- Please submit documents issued and dated on or after April 1, 2017.</u></p> <p><u>- Please submit them by April 21 (Fri), 2017.</u></p>	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)	<p>○ Certificate of enrollment (In cases of advanced vocational school, the course enrolled on must be specified.)</p> <p><u>- Please submit documents issued and dated on or after April 1, 2017.</u></p> <p><u>- Please submit them by April 21 (Fri), 2017.</u></p>	School, etc. they are enrolled at
Cases where there are persons with disabilities	<p>○ Physical disability certificate (copy)</p> <p>- If you are currently in the process of applying and cannot submit it within the application period, please inform us so at the time of your application. <u>In such cases, only students who can submit it by April 21 (Fri), 2017 shall receive the deduction.</u></p>	Public offices of municipality

Cases where there are persons undergoing long-term recuperation of six (6) months or more	<input type="radio"/> Written statement of long-term recuperation (a prescribed form is available) <input type="radio"/> 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 <input type="radio"/> Receipts for the most recent one (1) year (copies) <input type="radio"/> 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) - The items that count toward deduction shall only be receipts for medical expenses that are covered by health insurance and are related to the disease name given in the medical certificate. - Please arrange the receipts by month and attach them to a sheet of paper with glue. <u>Receipts that are not arranged/not clear shall not count toward deduction.</u> - Receipts for which it is unclear whether they are covered by health insurance shall not count toward deduction.	Medical institutions
Cases where the applicants themselves or their educational sponsors have suffered disaster damage On or after October 1, 2016	<input type="radio"/> Disaster-victim certificate <input type="radio"/> Valuation certificate	Public offices of municipality

* Regarding single-father / single-mother households:

Special deductions for single-father / single-mother households shall apply to households that come under any of "Separation by death," "Divorce" or "Missing".

Households that come under "Living separately but not divorced," "In the middle of divorce proceedings," etc. shall not be regarded as single-father / single-mother households.

Households to which any of the following circumstances apply shall also be regarded as single-father / single-mother households:

- Households consisting of a mother (or father) and grandparents who are 60 years old or more and lack financial power
- Households consisting of only family members under 18 years old (including persons 18 years and older if they are attending school)
- Households consisting of grandparents
- Households consisting of the applicant himself/herself and his/her siblings only

(Note) The following students, etc. shall not be included as persons who attend school:

- Preparatory school students, students who have failed their entrance exams and are studying to retake them, etc.;
- Students who are enrolled at schools where remuneration is paid, such as the National Defense Academy of Japan and the Japan Coast Guard School.

(4) Other documents

Category	Required documents	Issuing authority, etc.
First-year undergraduate students	<p>○ School report of the high school you graduated from</p> <p>- Please submit the school report without fail. An academic transcript is not a school report.</p> <p>- <u>Students who submitted them with the first semester application still need to submit them. Submission with the first semester application does not mean that submission is not required for the second semester.</u></p> <p>- In cases where a school report cannot be issued for some reason (such as a high school graduation certification) or where it is not submitted by the due date designated by the university, level of academic ability shall be judged on the basis of the scores obtained in the entrance examination only.</p>	High school you graduated from
First-year postgraduate students * This shall apply only to persons who enrolled after graduating from (completing) a university (graduate school) <u>other than</u> Yamaguchi University.	○ 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.	<p>○ Acceptance letter for scholarship (copy)</p> <p>- Please submit documents that show the amount you received.</p> <p>For loan-type scholarships (Japan Student Services Organization, etc.), submission of the above <u>is not required.</u></p>	
Persons of independent livelihood	<p>○ Declaration Form for Circumstances Regarding Livelihood (Written Statement of Independent Livelihood) (a prescribed form is available)</p> <p>○ A copy of your health insurance card</p> <p>○ 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.)</p>	
International students	<p>○ Declaration Form for Circumstances Regarding Livelihood (Written Statement of Independent Livelihood) (a prescribed form is available)</p> <p>○ A copy of your residence card (Both sides)</p> <p>○ A copy of your health insurance card</p> <p>○ Documents that prove the amount of money sent for support (if any) (For example,</p>	

	a copy of a bankbook)	
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6 In cases where missing documents cannot be submitted by the due date

After you have submitted your application forms, in cases where required documents are missing, we will ask you to submit them by the due date for submission designated by the university. In this case, please be sure to notify us in advance if they cannot be submitted by the due date for submission designated by the university for a legitimate reason. Furthermore, the following reasons shall not be regarded as legitimate reasons.

* Examples of reasons that are not "legitimate reasons":

- Club/group activities;
- Job hunting;
- Going back home / returning to your country;
- Late issuance of a payroll statement for a part-time job despite requesting it from the employer;
- Late issuance of the withholding record despite requesting reissue from the company.

When notifying the university that missing documents cannot be submitted by the due date for submission, please inform us of the following items ① to ⑤. When notifying us by e-mail, please send it to the following e-mail address.

E-mail address: ga113@yamaguchi-u.ac.jp

- ① Reception number (the number written in the right corner of the reception note given at the time of reception);
- ② Faculty of school you belong to;
- ③ Name
- ④ Reason that the missing documents cannot be submitted by the due date for submission;
- ⑤ Date when submission can be made * An exact "month and day"

In cases where missing documents are not submitted by the due date for submission designated by the university without prior notice, we will contact you to request them. In cases of no submission or no response to our contact, we will send a letter of request for the documents to the guardians (In cases of a person of independent livelihood or a foreign student, it will be sent to the applicant himself/herself). In cases where they are not submitted by the due date for submission described in the letter of request, this will be regarded as an absence of intention to apply and the application shall be invalid. When letters of request for documents are sent, they are mainly cases where "(2) Documents regarding income" described in page 6 to 8 of this guide are missing.

Furthermore, the due dates for submission shall not be extended for the following three documents:

- Certificate of enrollment and certificate of tuition fee exemption status;
 - Documents to be submitted in cases where siblings of the applicants are enrolled in a national university, vocational high school or advanced vocational school

- Certificate of enrollment
 - Documents to be submitted in cases where siblings of the applicants are enrolled in a public/private university, vocational high school, advanced vocational school
- Physical disability certificate (copy)
 - In cases where you are currently in the process of applying and cannot submit it by April 21 (Fri), it shall count toward subsequent tuition fee exemption applications (FY2017 second semester or later).

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

We will send e-mails for notification of application results to the applicants' official Yamaguchi University e-mail addresses around the middle of June 2017.

Until application results come out, please do not pay tuition fees. 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.

For students who are paying their tuition fees by means of an automatic withdrawal procedure, we will stop the withdrawals at the end of May. In cases where applications for tuition fee exemption have been made, the withdrawals at the end of May shall be stopped automatically. No action on your part is required to stop the withdrawal.

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 a lack of required documents or any matter that needs to be confirmed is found after submission of the application forms, we may request additional documents to be submitted. Please respond promptly when receiving any notice from the university.
- Any notice from the university shall in principle be sent by e-mail. The e-mails shall be sent to the address entered on the form of the application for tuition fee exemption. After sending e-mails, in cases of no contact even after due dates for submission/responses have passed, we will make phone calls. Please register the phone numbers for the section in charge of tuition fee exemptions (083-933-5611) to your mobile phones without fail.
- To confirm simple matters, we will make phone calls, and if you find a missed call in your call register, please return the call.
- 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.
- In cases of temporary absence and withdrawal from the university before notification of the application result, or changes in the contact information of the applicants themselves, please notify the Student Service Office, Student Support Section

promptly.

- In the event that the household income circumstances change after submission of the application forms owing to a change in job, etc. by family members with whom you share the same livelihood, please notify the Student Service Office, Student Support Section promptly.
- Please note that an application result is not always the same as the previous time, as a result of other applicants' circumstances, etc., even if your household income circumstances remain the same.
- The applicant must be the "student himself/herself". We may ask some questions regarding household income circumstances when you come to the counter to apply. Please make sure you have thorough knowledge of the content of your application forms.

Inquiries regarding this guide:

Student Service Office, Student Support Section, Yamaguchi University
(Counter No.8, First floor, General Education Main Building)
(Tel) 083-933-5611
(E-mail) ga113@yamaguchi-u.ac.jp