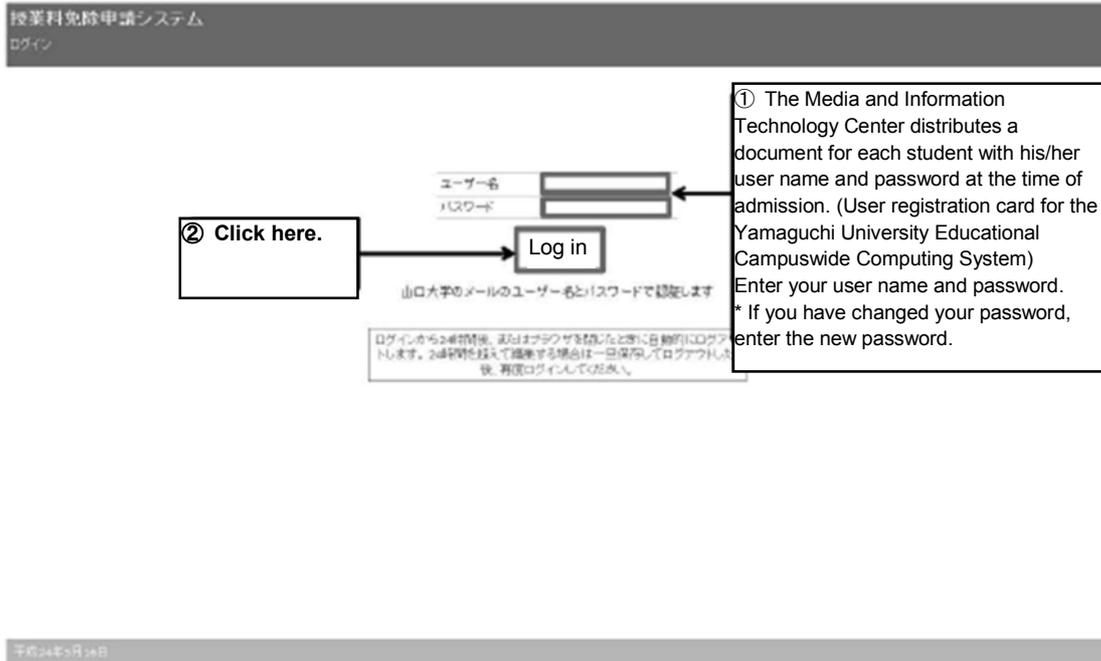# Tuition Fee Exemption Application System Operating Manual

Applications for Tuition Fee Exemptions for the FY2017 first Semester

Table of contents

1. Log-in

授業料免除申請システム
ログイン

① The Media and Information Technology Center distributes a document for each student with his/her user name and password at the time of admission. (User registration card for the Yamaguchi University Educational Campuswide Computing System)
Enter your user name and password.
* If you have changed your password, enter the new password.

ユーザー名

パスワード

② **Click here.**

Log in

山口大学のメールのユーザー名とパスワードで認証します

ログインから24時間後、またはブラウザを閉じたときに自動的にログアウトします。24時間を越えて継続する場合は一旦保存してログアウトした後、再度ログインしてください。

平成24年5月16日

① **Enter your user name and password.**
② **Click "Log in"**.   2

1-1. PIN number (Logging in for the first time)
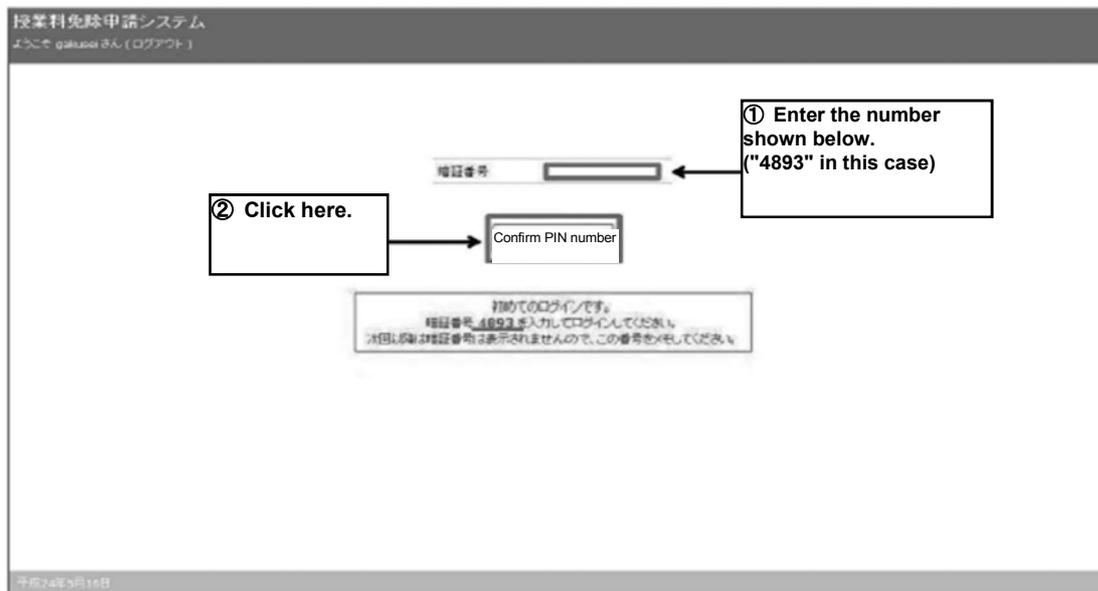
授業料免除申請システム
ようこそ gakusei さん [ログアウト]

① **Enter the number shown below.**
("4893" in this case)

暗証番号

② **Click here.**

Confirm PIN number

初めてのログインです。
暗証番号 4893 を入力してログインしてください。
次回以降は暗証番号は表示されませんので、この番号をメモしてください。

平成24年5月16日

① **Your PIN number will be issued when you log in for the first time. Enter the number shown on the screen, and** ② **Click "Confirm PIN number".**
* You will need this PIN number when you log in for the second time onward. Be careful that you do not forget it.   3

1-2. PIN number (Logging in for the second time onward)

① Enter the number you were shown when you first logged in.

② Click here.

Confirm PIN number

① **Enter the PIN number you were issued when you first logged in, and**
② **Click "Confirm PIN number".**

2. Starting a new written personal statement

② Click here.

Start

① **Click "Start"**

* Students who have applied previously may copy the content of a previous application and use it for this application. For further details, see P9.

② **A message saying "You have successfully started your written personal statement" will appear, and ③ your written personal statement will be shown.**

④ **Click the "Change" button for personal information from the summary page of your written personal statement.**

⑤ Click the "Change" button for personal information from the summary page of your written personal statement.

* Creating a statement based on your previous written personal statement

① Select a statement to copy from.
② Click the "Start" button.
* The procedure is not completed by clicking "Start." Be sure to go through the procedures on P10-.

2-1. Entering personal information

① **Applicant's information**--------------**P11**

② **Commuting classification / Scholarship receipt status**----------**P12**

③ **Persons with disabilities or undergoing long-term recuperation**------------------**P13**

④ **Income circumstances** ---------------**P14**

⑤ **Registration**-------------**P15**10

2-1. ① Applicant's information

* **Be sure to complete all items.**

**Select the result of your latest exemption application.
(Note) If you have not applied previously, select "New".**

The applicant's information will appear automatically, and the blank fields must be filled in.

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2-1. ② Commuting classification/scholarship receipt status

* Be sure to complete all items.

① Enter receipt status for FY2016 (April 2016 to March 2017).

Select either "Commute from home" or "Commute from a place other than home," whichever applies to you.   However, international students and Japanese students of independent livelihood should select "Commute from home".

② Enter your scheduled receipt status for FY2017 (April 2017 to March 2018).

③ Click here and the calculation will be performed automatically.

①-② Once an amount is entered in the total amount entry field,
③ the total amount will be automatically calculated.

* Only grant-type scholarship recipients should enter an amount.
Japan Student Services Organization scholarship recipients should simply check the box for the applicable type of scholarship.

2-1. ③ Persons with disabilities or undergoing long-term recuperation

① Select either "Not applicable" or "Applicable."

② If "Applicable" is selected, enter the content stated in the physical disability certificate.

③ Select whether a disability pension is being paid.

④ If "Applicable" is selected, enter the disease name, etc. for which the applicant is undergoing treatment for six (6) months or more.

⑤ Enter the amounts on the medical bills, etc. from within the past one (1) year.
For each of the medical consultation dates stated in the medical bills, enter the amount actually paid.*
↓
* The amount paid by the patient him/herself minus the amount compensated (expensive medical charges, etc.)

If the applicant himself/herself is a person with a disability or is undergoing long-term recuperation, enter the details. 13

2-1. ④ Income circumstances

If the applicant has salary/wage income:
Enter the **"Amount paid"** on the withholding record. (If no withholding record is available, ask your employer to issue a payroll statement for the last three (3) months or a proof of (expected) salary payment, and submit that. See P20 for the calculation method for the amounts.)
* See P26 for how to read the withholding record.

If the applicant has income from part-time jobs:
Enter the **"Amount paid"** on the withholding record. (If no withholding record is available, ask your employer to issue a payroll statement for the last three (3) months or a proof of (expected) salary payment, and submit that. See P20 for the calculation method for the amounts.)
* See P26 for how to read the withholding record.

If the applicant has income other than a salary:
Enter the income amount stated on the income tax return.
* See P32, 33 for how to read the tax return.

2-1. ⑤ Registration

Click here.

Overall image of the screen after registration.

Once entry is complete, click the "Register" button at the bottom of the screen.
If a message that says "Registered" appears, the changes have been accepted. (It will appear at the top the screen.)

Info: Registered (Go back)

2-2. Entering family members' information

Click here.

Click "Create new" for family structure from the summary page of your personal statement.

This is an overall image of the family members' information entry screen.
《Entry order》
① Basic information
↓
② Family members not attending school
↓
② 'Family members attending school
↓
③ Persons with disabilities or undergoing long-term recuperation
↓
④ Income circumstances
↓
⑤ Registration

① **Basic information** --------------------**P18**

② **Family members not attending school** ------------------**P19-22**

② **'Family members attending school** ---------**P23**

* The screens change accordingly once you select "Applicable" or

"Not applicable" in the "Family members attending school" field

for ① Basic information.

③ **Family members with disabilities or undergoing long-term recuperation** ----------**P24**

④ **Income circumstances** --------------------**P25-33**

⑤ **Registration**--**P34**

2-2. ① Basic information

Click here and select one item from the list.

Select whether family members attending school is *"Not applicable" or "Applicable"

* Family members attending school ----- persons who are enrolled in the following schools and institutes:
Elementary schools, junior high schools, high schools, vocational high schools, universities, advanced vocational schools (specialized/advanced courses)
(Note) Nurseries, kindergartens, preparatory schools, vocational training schools and Japan Coast Guard Academy, etc. are not applicable.
However, persons who are enrolled in the National Fisheries University qualify as attending school.
For questions, please inquire at the Student Service Office, Student Support Section. (Tell: 083-933-5611)

You can register data for one person each time you go to the registration page.
Please register the information for all family members.
(E.g.) If you have three (3) members in your family other than yourself, please repeat the procedure on P16 to 34 three (3) times to register all.

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2-2. ② Family members not attending school

Enter their occupation. (E.g.) Corporate employee, civil service, part-time worker, etc. Enter "Unemployed" for unemployed persons (housewife, etc.), "Pensioner" for pensioners.

Select the month and year that employment began.

If child allowance is being provided, select the amount per month. (The total amount will appear automatically.)

① Select either "Not applicable" or "Applicable."

Note 1) Mid-career employment ------ P20

Note 2) Retirement --------- P21

Note 3) Employment insurance recipients --------- P22

Note 1) Mid-career employment

(persons who have started employment or changed employment since January 2, 2016)

Documents for submission

(1) Download the proof of (expected) salary payment form and submit it after getting it certified by your employer.

Data entry
① Total amount of salary from the last three (3) months ÷ 3
   (Fractions less than 1,000 yen are rounded down)
② Bonus amounts
Enter each amount in the respective entry boxes on the right.

Overall image of the "Family members not attending school" screen from P19.

Note 2) Retirement

《*Example of a certificate regarding retirement*》

In cases where the person has retired from his/her job since October 1, 2016.
For people who were full-time employees at the time of retirement, please submit regardless of retirement allowance. (It is not required for part-time employment.)

Download the certificate regarding retirement and submit it after getting it certified by your employer.
If the retirement allowance is "Paid," enter the amount stated in the certificate. (Fractions less than 1,000 yen are rounded down)
* Persons who receive a retirement allowance may refer to the withholding record for retirement income instead.

Overall image of the "Family members not attending school" screen from P19.

Note 3) Employment insurance recipients

《Example of employment insurance qualified recipient's identification card》

Submit a copy of the most recent employment insurance recipient's identification card at the time of application for tuition fee exemption. (Side 1, 2, 3, 4)

① Enter this amount into the "Daily amount of basic allowance" field. (E.g.) 3,200

② Enter the most recent date into the "Date of latest payment" field. (E.g.) H24.4.12 in this case

③ Enter this number of days into the "Remaining number of days since the most recent payment date" field. (E.g.) 35 in this case

Overall image of the "Family members not attending school" screen from P19.

Enter ① to ③

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2-2. ② 'Family members attending school

① Select the establishment classification and type of school, and enter the name of the school

Application for tuition fee exemption for the first semester ---As of April 1
Application for tuition fee exemption for the second semester --- As of October 1 Enter the details regarding the school the person is enrolled in (or is going to be enrolled in) in as of the above dates
(E.g.) Application for tuition fee exemption for the FY2017 first semester → As of April 1, 2017
Application for tuition fee exemption for the FY2017 second semester --- As of October 1, 2017

② Select either "Commute from home" or "Commute from a place other than home."

③ Select either "Not applicable" or "Applicable."

Click here.

If elder siblings are enrolled in national universities (junior colleges), vocational high schools, advanced vocational schools (specialized/advanced courses)

Download the certificate of enrollment and certificate of tuition fee exemption status, get it certified by the school enrolled in, and submit it.
① Enter tuition fee exemption status for the first semester
② Enter tuition fee exemption status for the second semester
None: Not applied for, or Not approved
Full amount: Full exemption
Half amount: Half exemption
③ Click the "Select" button, and select the amount for the annual tuition fees before exemption. If it is not on the list, enter it directly.

(E.g.) Certificate of enrollment and certificate of tuition fee exemption status

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2-2. ③ Family members with disabilities or undergoing long-term recuperation

① Select either "Not applicable" or "Applicable."

② If "Applicable" is selected, enter the content stated in the physical disability certificate.

Select whether or not a disability pension is being received.

③Enter the illness name for which the applicant is undergoing treatment for six (6) months or more.

④ Enter the amounts on the medical bills, etc. from within the past one (1) year. For each of the medical consultation dates stated in the medical bills, enter *the amount actually paid.
↓
* The amount paid by the patient him/herself minus the amount compensated (expensive medical charges, etc.)

If the family member is a person with a disability or undergoing long-term recuperation, enter the details.

2-2. ④ Income circumstances

Note 5) Salary/wages -----P26-
Note 6) Pension ------ P27-
Note 7) Livelihood assistance ------P28-
Note 8) Child rearing allowance
　　　Special child rearing allowance -P29-

Note 9) Sickness and injury allowance
　　　　-------P31-

Note 10) Income other than employment
　　　　income ---------P32-

Note4) Salary/wages

《Example of withholding record》

Enter the "Amount paid" on the withholding record. (Fractions less than 1,000 yen are rounded down)
(E.g.) Amount paid
In the case of 8,309,654 yen
↓
Enter it as "8309"

8,309,654

* If the date and month have been stated in "Mid-career employment/retirement," refer to P20. (In cases of mid-career employment/retirement, the amount entered on P20 will appear automatically and there is no need to enter the amount.)

Note 5) Pension

《Example of notification of revised pension or notification of pension transfer》

Submit the notification with the most recent date (notification date) at the time of application.

＊ A withholding record, etc. that shows the amount received may be referred to instead.

For each type of pension (①), calculate monthly payment (②) × number of payments per year ③, and enter the total amount. (Fractions less than 1,000 yen are rounded down)
* In the case of a withholding record, enter the figure for "Amount paid."

Note 6) Livelihood assistance

Submit the notification regarding decision with regard to public assistance with the most recent date (notification date) at the time of application.

Enter the amount given by "total amount" × 12. (Fractions less than 1,000 yen are rounded down)

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Note 7) Child rearing allowance

《Example of child rearing allowance recipient certificate》

* Besides a child rearing allowance recipient certificate, a notification regarding decision or revision of child rearing allowance amount, etc. that shows the amount received may also be referred to.

Enter the amount given by "monthly allowance" × 12. (Fractions less than 1,000 yen are rounded down)

Submit the certificate for which the date here (notification date) is the most recent.

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Note 8) Special child rearing allowance

《Example of special child rearing allowance recipient certificate》

Enter the amount given by "monthly allowance" × 12. (Fractions less than 1,000 yen are rounded down)

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Note 9) Sickness and injury allowance

《Example of notification regarding decision with regard to sickness and injury allowance payment》

Please submit documents that show the amount and period of the allowance received.

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Note 10) Income other than employment income

《Example of income tax return (Table 1)》

For commerce/industry, enter the amount for "Sales, etc. ①. " For agriculture/forestry, enter the amount for "Agriculture ②". (Fractions less than 1,000 yen are rounded down) (E.g.) For sales, etc. 1,234,567 yen → enter it as "1234".

If there is other income for ③ to ⑤ and ⑦ and ⑧, enter the amounts in the relevant places. (Fractions less than 1,000 yen are rounded down)

Overall image of the "Income circumstances" screen from P25

Enter them in the relevant places in this

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Note 10) Income other than employment income

《Example of income tax return (Table 2)》

* In cases where there are family employees: Enter the "Family employee salary amount" in the family employee salary field on the income status entry page for the applicable persons. (Fractions less than 1,000 yen are rounded down)

Overall image of the "Income circumstances" screen from P25.

Enter it here.

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2-2 ⑤ Registration

Overall image of the screen after registration.

Register | Click here.

Once entry is complete, click the "Register" button at the bottom of the screen.
If a message that says "Registered" appears, the changes have been accepted. (It will appear at the top of the screen.)

ⓘ Info: Registered (Go back)

2-3. Entering household information

Change | Click here.

Click the household information "Change" button from the summary page of your written personal statement. 35

If you come under a single-mother/single-father household classification, enter the details here.

If you have suffered from a natural disaster within six (6) months prior to the application, enter the details here.

Select either "Not applicable" or "Applicable."

2-4. Printing the written personal statement

② Click "Open".

① Click here.

A dialog box will appear.

① Click the Print icon and print the written personal statement.

② Click "Properties".

③ Select A4 in "Page size". Select the same size as the page size (A4) in "Output paper size". Select 2 pages in "Pages per sheet".

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① **Example of printing a written personal statement**

① **Written personal statement**

② **Required documents**

Submit ① and ② together to the appropriate place of submission within the submission deadline.

3. Submitting the written personal statement on the system

After submitting the documents to the appropriate place of submission within the application deadline, go through the following procedure.
Log into the system once again (P2-), and submit the written personal statement on the system.
① Click the "Submit" button, and
② Once the message appears, click the "OK" button.

If a message that says "You have successfully submitted your written personal statement" appears and its status says "Submitted," the submission is complete.

4. Reception schedule
Please Note!!
No submissions shall be accepted outside of the reception period and reception hours.

《Reception period》
● Yoshida area (Students in the Faculties of Humanities, Education, Economics, Science, Agriculture, the Joint Faculty of Veterinary Medicine, and the Faculty of Global and Science Studies; first-year students in the Faculties of Medicine and Health Sciences, and Engineering; 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, and East Asian Studies, and the United Graduate School of Veterinary Science)

- Reception period and reception hours: 9:00 to 17:00 from January 30 (Mon) to February 17 (Fri), 2017
Except for Saturdays, Sundays and national holidays.
- Reception location: Student Service Office, Student Support Section Tel: 083-933-5611
(E-mail) ga113@yamaguchi-u.ac.jp

● Kogushi area (second-year or higher students in the Faculty of Medicine and Health Sciences, and students in the Graduate School of Medicine (Medicine))
- Reception period and reception hours: 9:00 to 17:00 January 30 (Mon) to February 17 (Fri), 2017
Except for Saturdays, Sundays and national holidays.
- Reception location: Education/Student Support Office, Educational Affairs Section, Faculty of Medicine and Health Sciences Tel: 0836-22-2099
(E-mail) me237@ yamaguchi-u.ac.jp

● Tokiwa area (Second-year or higher students in the Faculty of Engineering; and students in the Graduate Schools of Medicine (Engineering), Sciences and Technology for Innovation (Engineering), Science and Engineering (Engineering), and the Graduate School of Innovation and Technology Management)
- Reception period and reception hours: 9:00 to 17:00 January 30 (Mon) to February 17 (Fri), 2017
Except for Saturdays, Sundays and national holidays.
- Reception location: Student Office, Educational Affairs Section, Faculty of Engineering Tel: 0836-85-9011
(E-mail) en302@ yamaguchi-u.ac.jp

● Adult students in each graduate school
For information on reception periods/locations, please inquire below:
*For Inquiries: Student Service Office, Student Support Section Tel: 083-933-5611
(E-mail) ga113@ yamaguchi-u.ac.jp

5. Logging out/Retrieving a written personal statement

Click the "Log out" link at the top of the screen.

If a message that says "Logged out" appears, the procedure is complete.
Please get all the submission documents ready and submit them to the relevant place of submission.

Retrieving a written personal statement

This is the procedure for when amendments are required after submitting the written personal statement on the system (P40).
Click on the "Retrieve" button for the written personal statement you want to amend.

If a message that says "You have successfully retrieved your written personal statement" appears and its status says "Draft", retrieval is complete.