

Student Support Section, Student Support Division  
Notification Regarding Applications for Tuition Fee Exemptions  
for the FY2019 first Semester

**For those who wish to apply for this, please carry out the procedures as per the following guidelines. Please note carefully that the application period, etc. for students who will graduate from or complete the Undergraduate Program or the Doctoral I Course of the Postgraduate Program in March 2019 and who will then go on to the Graduate School in April (hereinafter referred to as "Internal Students Advancing to the Graduate School") is different from the application period, etc. for current students.**

1. Eligible students:

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

(2) Students whose educational sponsors have died within six (6) months before their application; or

(3) Students who have suffered damage such as storm, flood or other damage from a natural disaster within six (6) months before their application.

\* However, as of April 1, 2019, students who are repeating a year or who have exceeded the number of years of study for their course cannot apply in principle.

2. Application procedures

(1) Entry into the Tuition Fee Exemption System (Log-in limited to within the university)

- For Internal Students Advancing to the Graduate School, please be sure to log in with the user name (ID) and password written on the user registration card for the Yamaguchi University Educational Campuswide Computing System.

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

(2) Submission of documents to the counter in charge

- Would students please submit their own documents in person to the reception location in each area, observing the reception periods/hours strictly when they do so.

- Proxy applications by anyone other than the students themselves will not be accepted.

- If asked to submit missing documents, please submit them promptly within the submission deadline. Further, in the event that there is no submission within the deadline, it may be deemed that there is a lack of necessary documents and the application may be marked "Not approved".

(3) Others

- Please check the list, etc. for the application documents posted on the Yamaguchi University web page "Gakusei Seikatsu no Tebiki (= Guide to Student Life)".

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

- 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.

- With regard to the reception period, reception location, etc. for graduate school students who are working adults or are studying abroad, please contact

the Student Support Section of Yamaguchi University (Tel: 083-933-5611).

### 3. Application reception periods / reception locations

#### (1) 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, Joint graduate school of veterinary Medicine, and the United Graduate School of Veterinary Science)

Reception period: February 1 (Fri) to February 15(Fri), 2019, from 9:00 to 17:00

\* Except for Saturdays, Sundays and national holidays.

Reception location: Student Service Office, Student Support Section (Counter No.8)

Tel: 083-933-5611

#### (2) Kogushi area

(Second-year or higher students in the Faculty of Medicine and Health Sciences, and the Graduate School of Medicine and Health Sciences (Medicine))

Reception period: February 1 (Fri) to February 15(Fri), 2019, from 9:00 to 17:00

\* 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

#### (3) 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: February 1 (Fri) to February 15(Fri), 2019, from 9:00 to 17:00

\* Except for Saturdays, Sundays and national holidays.

Reception location: Student Office, Educational Affairs Section, Faculty of Engineering

Tel: 0836-85-9011