

Application Guide for Yamaguchi University Tuition Fee Exemptions for the FY2023 Second Semester

Student Support Section, Student Support Division, Yamaguchi University

○ Important points

Undergraduate students enrolled after April 2020 are not eligible.

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.

If you have applied for a tuition fee exemption for the FY2023 first semester, you can simplify your submission.

○ Schedule

1. Current students

(Undergraduate students enrolled before April 2020 and graduate students) :
August 1 (Tue) to August 25 (Fri), 2023

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

*Applications will not be accepted during the school closing from August 14 (Mon) to August 18 (Fri)

2. First-year-graduate students (Starting in October, 2023):

October 6 (Fri) to October 13(Fri),2023

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

3. Decisions on results for applications:

January to February 2024(planned)

○ Submit your application forms to:

Area	Office
Yoshida Campus	Student Service Office, Student Support Section, Student Support Division (Counter No.9, 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 in Japan within six months before the semester began. (Within one year for those who have enrolled in October 2023.)

* As of October 1, 2023, 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.9, First floor, General Education Main Building).

2. Application period

As described on the cover

9:00 to 17:00, on weekdays only

* Tokiwa Campus: 9:00 to 12:00, 13:00 to 17:00, on weekdays only

* 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.

Yamaguchi University website(Japanese) > 在学生の方 > 学生生活の手引き >
> 各種手続（入学料、授業料、奨学金、証明書等） > 入学料・授業料

●授業料免除（旧制度）申請について

対象：大学院生および令和2年（2020年）4月より新たに入学した学部学生
令和5年度の授業料免除申請にかかる説明会は開催しません。
※「しおり」、「授業料免除（旧制度）申請のポイント」をよく読んで、申請してください。

①令和5年度前期申請期間
令和5年1月30日（月）～2月17日（金） 9：00～12：00、13：00～17：00（12：00～13：00は閉鎖）
※土日祝日は受付をいたしません。
※学部又は大学院博士前期課程を令和5年3月に卒業又は修了し、引き続き4月から大学院に進学する方（学内進学者）は、在学生と申請期間等が異なりますので、②をご注意ください。

②令和5年4月入学の大学院生（学内進学者含む）の申請期間
令和5年4月17日（月）～4月21日（金） 9：00～12：00、13：00～17：00（12：00～13：00は閉鎖）
※土日祝日は受付をいたしません。
※学部又は大学院博士前期課程を令和5年3月に卒業又は修了し、引き続き4月から大学院に進学する方（学内進学者）は、在学生と申請期間等が異なりますので、十分に留意ください。
※進学者の印を使用して申請を行ってください。

授業料免除申請システム操作マニュアル 授業料免除申請システム

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. Please prepare the documents as of October 1, 2023.
3. Income and Taxation Certificate (original copy) for <u>FY 2023 (Year of 2022)</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, 2022, submission is not required.

(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	○ Withholding record for 2022 (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, 2022	○ 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
Receiving unemployment benefit	○ 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	○ Withholding record for pensions, etc. for 2022 (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.	Japan Pension Service, etc.
Recipient of disability pension Recipient of survivor's pension	○ The most recent "Notification of Pension Payment (Remittance) (copy)" or "Notification of Revised Pension (copy)"	Japan Pension Service, etc.
Recipient of child allowance	○ A notification regarding child allowance showing the amount (copy)	Public offices of municipality

Person concerned	Required documents	Issuing authority, etc.
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 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.	<p>[In cases of having filed tax returns] ○ Table 1, Table 2 and Table 3 of the filed tax return for 2022(copy) [In cases of having filed a declaration for city and prefectural tax] ○ City and prefectural tax declaration for FY2023(copy)</p> <p>[In cases of establishment of business / change of occupation in or after January, 2022] 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".</p>	

3. Extra income

Person concerned	Required documents	Issuing authority, etc.
<p>Retired on or after April 1, 2023</p> <p>If you are enrolled in October 2023, retired on or after October 1, 2022</p>	<p>○ Proof regarding retirement (a prescribed form is available).</p> <p>- For Part-time jobs, submission of the above is not required.</p>	Employer
<p>Educational sponsor has died on or after April 1, 2023</p> <p>If you are enrolled in October 2023, on or after October 1, 2022</p>	<p>○ Death certificate (copy), etc. with which the death can be confirmed</p> <p>○ Proof regarding retirement (a prescribed form is available).</p> <p>○ Payment certificate for proceeds of life insurance, etc. (copy)</p> <p>○ "Notification of Pension Payment (Remittance) (copy)" or "Notification of Revised Pension (copy)"</p> <p>- Please submit those of the above documents that apply to you.</p>	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 an university (junior college), vocational high school, advanced vocational school (specialized/advanced course)	○ 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, 2023 - Please submit them by October 13 (Fri), 2023	School, etc. they are enrolled at
Cases where there are persons with disabilities	○ Physical disability certificate (copy)	Public offices of municipality
Cases where there are persons undergoing long-term recuperation of six (6) months or more	○ 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)	Medical institutions
Cases where the applicants themselves or their educational sponsors have suffered disaster damage in Japan On or after April 1, 2023 If you are enrolled in October 2023, on or after October 1, 2022	○ Disaster-victim certificate ○ Valuation certificate	Public offices of municipality

(4) Other documents

Category	Required documents	Issuing authority, etc.
<p>Recipients of 2022 and 2023 <u>grant-type</u> scholarships</p> <p>* Scholarships for which repayment is unnecessary.</p>	<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 is <u>not required</u>.</p>	
<p>Persons of independent livelihood</p>	<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>	
<p>International students</p>	<p>○ Declaration Form for Circumstances Regarding Livelihood (Written Statement of Independent Livelihood) (a prescribed form is available)</p> <p>- Certificates are required for all family members described.</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, a copy of a bankbook)</p> <p>○ Acceptance letter for scholarship (copy)</p> <p>○ Documents that prove the amount of Tuition fees, living expenses, travel expenses, etc. for which repayment is unnecessary(copy)</p>	

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 FY2023 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 the person who did not apply for the tuition exemption in the first semester, 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	<ul style="list-style-type: none">- 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	<ul style="list-style-type: none">- 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 2023 (Year of 2022)</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]</p> <ul style="list-style-type: none">- 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, 2022, 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 February 2024. 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
(Counter No.9, First floor, General Education Main Building)
(Tel) 083-933-5611
(E-mail) ga113@yamaguchi-u.ac.jp