

【For Students of graduate schools and undergraduate training course for school nurses whose household finances have suddenly changed due to the direct or indirect effects of COVID-19 infection】

Application Documents for Tuition Fee Exemption for the Academic Year 2020 First Semester

(For student of sudden change of household finances)

Students whose household finances have suddenly changed due to the direct or indirect effects of COVID-19 infection will be screened and their first semester tuition will be reduced. If you are applying for the Tuition Fee Exemption, please read the requirements carefully and submit the application form together with the necessary documents before the set date.

Eligible person	Students of Graduate schools and Undergraduate Training Course for school nurses (Including international students)
Application period	Monday, June 15th, 2020 – Thursday 25th 5 : 00 PM (Excluding Saturdays and Sundays) ※Please refer to next page about the detail. ※Strict observance of the deadline is required.
Acceptance Hours	9: 00 AM to 5: 00 PM [Reservation is not required]
Result notification	Around August You will be notified of the results on Acanthus Portal's message.
Tuition fees payment	Once the application is submitted, the payment of the tuition fee will be deferred until the results are determined. If you received the result of Half exemption or Disapproved, payment method will be notified in the result notification document.
Where to Submit Application	Student Support Section (2nd Floor Administration Office, Kakuma Campus)

[Note]

1. The above mentioned necessary documents are all the documents available at the time of application. Additional submissions at a later date may be permitted if they are not available for reasons other than personal reasons. If you have any questions, please consult with Student Support Section beforehand.
2. If there are defects, etc. in this application documents, the Student Support Section may contact you by telephone individually or by sending an Acanthus Portal message after April. Please be sure to respond. If you do not respond or the missing documents are not submitted by the specified date, your application will be invalid.
3. The submitted documents will not be returned or lent. Please make sure to copy it before submission if you need it for other purposes.

Kanazawa University

Qualification requirements for applicants

Graduate students and students of undergraduate training course for school nurses (degree students) who meet the following requirements can apply.

1. Students from households whose household finances have suddenly changed due to the direct and indirect effects of COVID-19 infection are eligible to apply. Specifically, an application can be made if both of the following conditions (1) and (2) are met.

- ① A certificate of receipt of public support from the national government or local public entities to support those whose income has decreased due to the spread of COVID-19 infection (Applicable public support will be applied according to the example of the new system.) has been submitted, or the amount of income after the occurrence of the event must be less than 1/2 of that of the previous year. (If you apply for tuition fee exemption for the first semester, you can use the amount of your income for the year before last year.)
- ② The amount of income after the occurrence of the event is within the range of the standard of the regular tuition exemption system of the University.

2. The day on which the event occurred (Any of the following)

- Last day of the month when income fell due to COVID-19
- It can be the last day of the month preceding the month in which income decreased.

※A student who falls under any of the following conditions cannot apply.

1 In the case that the student has been enrolled for a period longer than the standard duration of study

In principle, exemptions will not be permitted for students who have been enrolled for more than the standard duration of study, regardless of whether they have taken a leave of absence or not.

However, the application may be approved as an exceptional case if the excess of the standard duration of study is within one year and the reason is not due to the circumstances on the part of the applicant.

Exemptions will not be permitted for students enrolled for more than one year beyond the standard duration of study.

<In the following cases, exemptions may be permitted as special cases>

- ① In case of leave of absence due to illness or the case that the student has not taken a leave of absence but is unable to acquire credits due to illness and has exceeded the standard duration of study.
- ② In case of studying abroad
- ③ In the case that a graduate student whose thesis has been delayed due to reasons for which the university should take responsibility has repeated a year or has exceeded the standard duration of study.
- ④ In case of leave of absence for childbirth or childcare
- ⑤ In case that the student has exceeded the standard duration of study for reasons other than his or her own.

2 In case of leave of absence

- Students who take a leave of absence from the base date of the semester for which they apply for exemption (April 1) until the result of the application for exemption is notified, or who return to school during the semester, cannot apply. If you decide to take a leave of absence after submitting the application form, you will have to decline the application, so please make sure to notify the Student Support Section about it.

How to apply for exemption of tuition

[Tuition Fee Exemption Application Form (Forms 1-1 and 1-2)]

- 1 Write the forms with a black pen while referring to the guidelines.

The applicant must be a student. The date of application must be **the date that the unexpected changes in the financial conditions in household occurred.**

The applicant, the student by him/herself must write the forms in details concretely while understanding the conditions of the household as of **the date that the unexpected changes in the financial conditions in household occurred.**

- 2 Download the forms and make two separate single-sided printed forms. Both-sided printing is not accepted.
- 3 “①Families except students” field:

Note: Write about your family members who live in Japan with you.

Indicate you and the financial supporters of household (basically, your parents. If you have no parent, other supporters) and the persons who are dependent on the financial supporters (excluding students). For the students, write them in Field ④ “Student.”

- 4 Income of your household

- Write the income of the financial supporters written in “①Families except students” by category.
- Write the amount according to the record of withholding. If there are more than one record of withholding, write the sum total. If a listed member got employment or retired in the middle of a year, submit a certificate for (expected) payment using Form 3 and write the yearly income including bonus according to the calculation based on the average of monthly income as of the date of application.
- **If you had unexpected changes in your financial conditions of household, see the income after such changes that is certified with a document like a wage slip, multiply the income of the last month by 12 and write it as the yearly income according to the document in spite of the instructions above.**

※IMPORTANT

If any description of the application is found to differ from the actual facts, exemption of tuition will be cancelled even after it is permitted and the applicant can never apply for exemption of tuition. Please note.

[Documents to be attached]

Documents that show the income of the financial supporters (parents, etc.) and special deduction of the family members of the same household are required. For details, refer to the “Certification Documents to be Attached to Application for Exemption of Tuition.”

If any of the documents are smaller than A4 size, paste them on a paper of A4 size, and then, submit it.

[Range of family (members of a household)]

The family (members of a household) consists of you, your financial supporters (parents), and members who are dependent on the financial supporters defined by the Income Tax Act regardless of whether they live with the supporters or not, and includes the below:

- a. Parents who live apart from other family members because of their working place
- b. Family members that are dependent on the financial supporters but live apart from other members in order to go to school or for medical treatment.

- c. Grandparents and others who are dependent on the financial supporters but live apart from other family members.

If the bills (or the receipts) for the charges for light, heating and water utility are separately issued for the names of two households because they live in a two-family house, the households may be regarded independent. For such a case, please consult with the Student Support Section.

[Financially independent person]

A person who applied to all of the conditions below can be regarded as a financially independent person.

If you are regarded as a financially independent person, we will judge the financial conditions based on those of the student's household including his/her spouse.

- 1 A person who is not dependent on his/her parents according to the Income Tax Act and the health insurance.
- 2 A person who lives apart from the parents.
- 3 A person and his/her spouse who had sufficient amount of income to run a separate household as of December 2019. For example, the income of their salaries is over 1,030,000 yen. The income had to be reported and can be confirmed with an income certificate. It is not a problem that the income is lower than 1,030,000 yen as of the date of application because of the changes in your financial conditions.

Certification Documents to be Attached to Application for Exemption of Tuition

A: Documents to be Submitted by All Applicants (Including International Students)

Note: If any of the listed documents are missing, the application cannot be accepted. Please also see "C: Documentary Evidence for decrease in your income because of COVID-19" to check the additionally required documents to prove that you had unexpected changes in your financial conditions of household because of COVID-19

Documents to be submitted		Remarks
1	Application for Exemption of Tuition (Forms 1-1, 1-2)	Minutely write the forms indicating the date that the unexpected changes in your financial conditions of household occurred after reading "How to apply for exemption of tuition" and "Guidelines for Completing Application Forms for the Tuition Fee Exemption."
2	Certificate for Income/Taxation of Year 2019 (which certifies income earned in 2018)	<p>○Regarding all the family members that live together with you in Japan, submit the certificates for all of you and your supporters (basically, parents. If you have no parent, other financial supporter) even if the members had no income. (The certificate must be submitted even when a supporter had no job, was a full-time housewife, was the aged.)</p> <p>※The certificates must show both the income and the net taxable amount. If the certificate for the income does not show the net taxable amount, you need to submit a separate tax certificate or a certificate for tax exemption. ※No copy is accepted. The certificates must be issued within three months before the date of application. ※Some local government can issue a certificate for income of Year 2020 after June, 2020. However, please submit the certificate for income of Year 2019. ※You need to ask the municipal offices to which your residence was registered as of January 1, 2019 to issue the certificates. ※If you or your supporter(s) had no income, you need to ask for a certificate stating that the income was null. (You or your supporters need to declare the tax at the municipal office.) For the "certificate for tax exemption," you or your supporters need to apply for it to certify while stating that your income is null.</p> <p>※For a salaried employee who did tax returns, be sure to submit a copy of return form in addition to a copy of record of withholding. (Not only when having done tax returns but also when having declared the resident tax.)</p>
3	Certificate regarding the income: a copy of record of withholding for Year 2019, a copy of return form for Year 2019, A certificate for (expected) payment, etc. ※If your own income from your part-time job is 1,040,000 yen or less per year, you do not have to submit a copy of your record of withholding, however, if you are self-supporting or an international student, you must submit a copy of record of withholding even if the income is small.	<p>Salaried employee</p> <p>○Those who have been employed by the same employer since January, 2019 or before. (including a part-time job) A copy of record of withholding for Year 2019</p> <p>○Those who have changed their jobs or started working in or after January, 2019. (including a part-time job) Both ① and ② must be submitted: ①A copy of record of withholding for Year 2019 ②Either document below regarding the salary of the current job: ・If no bonus is provided: Certificate for (expected) payment of the salary (Form 3) ・If bonus is provided: Certificate for (expected) payment of the salary (Form 3), or the wage slips for the last three months and a copy of the statement of the bonus</p>
		<p>Those who have any income other than a salary</p> <p>○Those who have any income other than a salary Those who have any business income (from agriculture, commerce, industry, or fishery), dividends, income from real estate, or miscellaneous income Either ① or ② below must be submitted (① must be submitted after doing tax return in March, 2020.) ①a copy of return form Table 1 and 2 for Year 2019, (If separate taxation was used, also submit a copy of Table 3 and appendix. ②a copy of declaration of resident tax for Year 2020</p> <p>[When you submit a copy of return form, please follow the instructions below.] ※A copy of return form shall be sealed by a tax office or shall be dated with the date of electronic tax filing in print at the right corner. ※If it is not sealed by a tax office, also submit "Tax Certificate (No. 2 for income amount)." (The "Tax Certificate" must be applied to the tax office.) ※If the return form describes "as per the separate paper," the applicable paper must be submitted, too.</p> <p>○Those who started a new business in or after January, 2019 Both ① and ② must be submitted: (① must be submitted after doing tax return in March, 2020.) ①a copy of return form Table 1 and 2 for Year 2019, (If separate taxation was used, also submit a copy of Table 3 and appendix or a copy of declaration of resident tax for Year 2020. ②Certificate for monthly income and outgo from the start of business till now (in an arbitrary form).</p>

- ※ Be sure to submit the income certificates for you (student), and your parents (or other financial supporters if you have no parent).
 For example: If your family consists of you, your father, your mother who is a full-time housewife, your grandfather, your grandmother, your working sister who lives with you, your brother who is enrolled in a university, the certificates are required for you, your father and your mother.
- ※ Regarding the financial supporters of the household, a copy of record of withholding, a copy of return form, and a certificate for payment of the salary must be submitted together with the certificate for Income/Taxation issued by the municipal office.
- ※ If you have any questions, contact Student Service Section immediately. If a lack of the required document is found just before the deadline, there is a possibility that you cannot apply for exemption. Be careful.
- ※ If you need more copies of the forms by Kanazawa University, please make a copy by yourself.
- ※ We may ask you to submit additional documents that are not listed here depending on your conditions.
- ※ The documents you submitted will not be returned or temporarily returned. If you may need them for other purpose, be sure to make a copy of them before submission.

Certification Documents to be Attached to Application for Exemption of Tuition

C: Documentary Evidence for decrease in your income because of COVID-19
[Documents to be Submitted by All Applicants (Including International Students)]

Note: If any of the listed documents are missing, the application cannot be accepted.

Documents to be submitted		Remarks
1	<p>If you had unexpected changes in your financial conditions of household, submit either documentary evidence below:</p> <p>①A copy of certificate for a recipient of a public support</p> <p>②A copy of document that certifies the income after such changes occurred. (Wage slips, etc.)</p> <p>[International students are excluded]</p>	<p>①For the examples of public supports to be provided for those who had unexpected changes in your financial conditions because of COVID-19, please refer to the separate paper of "Examples of public supports for unexpected changes in financial conditions because of COVID-19." If you are applying/will apply for the support, submit the document after you applied for the support. If you cannot submit the certificate for the public supports, you must write that on separate Form 7 "Statement of Reasons."</p> <p>②The documents that certify the income after the changes occurred are required for the last one month.</p>
2	<p>A copy of document that certifies the decrease of income after such changes occurred.</p> <p>[Only for international students]</p>	<p>A document that certifies that the income that you rely on to live in Japan decreased because of COVID-19. (For a part-time job, submit wage slips.)</p>

D: If your conditions apply to any of the below resulting from COVID-19, also submit

Either document listed for each conditions.

Conditions		Document to be submitted
4	Loss of employment or discontinuance of business because of COVID-19	<p>①A copy of certificate of the unemployed to take an insurance</p> <p>②A copy of recipient certificate for unemployment insurance</p> <p>③A document that indicates the date of discontinuance of business, such as a copy of Notification of Discontinuance of Business</p>
5	Obtained/being obtained medical treatment against COVID-19	<p>①Medical certificate by a doctor</p> <p>②A certificate that the person is sick and undergoing treatment.</p>
6	A financial supporter of household died for COVID-19 as an immediate cause	<p>A document, such a copy of family register and a copy of death certificate with which the death can be confirmed.</p>

★私費外国人留学生に係る提出書類★
Documents to be submitted concerning
Privately Financed International Students

※Be sure to check the table below and submit all the necessary documents.

	提出書類 Documents	注意事項 Attention!!
①	本人調書(様式1-1、1-2) Tuition Fee Exemption Application Form (Forms 1-1, 1-2)	「授業料免除申請に係る申請要領について」及び「記入要領」等を確認のうえ、 家計急変発生日 で詳細に記入する。 Minutely write the forms indicating the date that the unexpected changes in your financial conditions of household occurred after reading "How to apply for exemption of tuition" and "Guidelines for Completing Application Forms for the Tuition Fee Exemption."
②	前期：令和元(2019)年度所得証明書 ※原本 (Original) (平成30(2018)年分の所得を証明しているもの) Original certificate for Income/Taxation of Year 2019 (which certifies income earned in 2018)	所得の有無に関係なく、「本人」及び「日本と一緒に住んでいる家族全員(就学者を除く)」の所得証明書を提出すること。※所得証明書は市役所で発行できます。 2020年6月から令和2(2020)年度所得証明書の発行が可能但也有りありますが、令和元年度(2019)年度所得証明書を提出してください。 Regarding all the family members that live together with you in Japan (excluding students), submit the certificates. You can ask for the certificates city hall. Some local government can issue a certificate for income of Year 2020 after June, 2020. However, please submit the certificate for income of Year 2019.
③	所得に関する証明書 令和元(2019)年分源泉徴収票(写) 令和元(2019)年分確定申告書(写) 給与支給(見込)証明書(様式3)等 Certificates concerning income: Record of withholding for Year 2019 (photocopy) Final Tax Return Form for 2019 (photocopy) (Expected) Payment Certificate for 2020, etc. * Part-time employment of the Applicant should also be included. (including TA and RA employment) (Form 3)	○2019年1月以前から同じ勤務先でアルバイト(TA、RA含む)を行っている者 令和元年分源泉徴収票(写) ※アルバイト先に発行を依頼してください。 *If the current employment including TA and RA started before January 2019, submit a copy of record of withholding for Year 2019. *Ask your employer to issue it. ○2019年2月以降にアルバイト(TA、RA含む)を始めた者 ①令和元年分源泉徴収票(写) と②給与支給(見込)証明書(様式3)を提出 *If the current employment started on or after February 2019, submit a copy of record of withholding for Year 2019 and a (Expected) Payment Certificate (Form 3) for the current employment.
④	私費外国人留学生家計収支状況 The Financial Situation Form for Privately Financed International Student	私費外国人留学生家計収支状況は、指導教員の所見が必要であるため、早めに教員に依頼すること。 The Financial Situation Form for Privately Financed International Student requires comments by the applicant's academic advisor. Therefore, ask your advisor well in advance.
⑤	申請者本人及び家族全員の在留カードのコピー(両面) Photocopy of the both sides of the residence cards of the applicant and all members of his/her family	在留カードは、表裏両面のコピーをすること。 Copy the both sides of the residence card.
⑥	家賃・共益費(アパート・下宿・寮・その他)の領収書のコピー、契約書等 A copy of receipts or the agreement for the rent and the common fee for your apartment, dormitory, and other housing.)	家賃の月額が分かるものを提出すること。 Submit a document that shows the monthly charges for your accommodation.
⑦	水道・ガス・電気料金・電話料金の領収書等のコピー A copy of receipts for fees for water service, gas, electricity and telephone (for the period of six months or longer (from August to January) 前期: 昨年8月分～本年1月分	水道・ガス・電気料金・電話料金の月額が分かるものを提出すること。 Submit a document that shows the monthly amount for fees for water service, gas, electricity and telephone.