

Tuition Waiver and Payment Deferral Application for 2018 Semester 1

Tokyo University of the Arts (TUA) offers: Tuition waiver program, and Tuition deferral program

- Whether you can receive a tuition waiver and/or tuition payment deferral is decided after comprehensive examination based on the criteria of academic requirements and financial requirements. Please read the outline before you make your application.
- Your application may not be accepted if you obviously do not satisfy application requirements. Read the following before you fill in application forms, and, if you have any questions, consult the section in charge (see page 2) or "Submit to" office/section.
- **Note that your request for consultation on application submission will not be accepted after the application period. Please consult or make inquiries before the application deadline.**
- We will use the personal information provided in application forms only within the proper scope of our procedures, and will not use it for other purposes.
- **Note that your waiver or payment deferral will be canceled if any information in your application is found to be untrue.**

Tokyo University of the Arts

Reminders: Check the following and exercise caution when you make an application.

Reminder 1: You must submit an application for tuition waiver/payment deferral on a semester basis (each of spring/fall semesters).

(You cannot submit an application for one academic year.)

(Preliminary notice) An application form for 2018 Semester 2 will be available for download at the TUA website **early June 2018**, and the application period will start **early July**.

Reminder 2: Do not make tuition payment before it is decided whether you can receive waiver/payment deferral.

(→Read Decisions on Tuition Waiver and Payment Deferral on page 6.)

Applicants for tuition waiver and payment deferral are given grace to make tuition payment until it is decided whether you can receive waiver/payment deferral. Do not pay tuition before the decision is made.

Tuition payment, whether it is made by mistake or not, cannot be refunded.

Please inform your guarantor (e.g., your parents) of this rule.

Results of examination as to tuition waiver/payment deferral for Semester 1 will be decided late June.

Reminder 3: Submit necessary documents no later than the deadline.

Submission of request documents

Fill out [Form A] Page 7 to [Form L] Page 25 and submit the complete forms on the dates specified below.

You may want to print [Form A], [Form B], [Form C-1], [Form C-2], [Form D-1], [Form E], [Form I] and [Form L] first, which are listed in [Form A] Page 7 as the forms all applicants need to submit, then find and print necessary forms that you need to submit.

If you are an applicant as a international student:

If you are an applicant as a international student (staying with a student visa), you will be considered “Financially Independent” and you must submit documents about your information only, in principle.

***If your spouse is also staying in Japan, you must also submit documents about your spouse.**

Documents to submit are: forms indicated as “mandatory” in Form A and documents (1) through (5) below:

- (1) Certificate of residence (copy): Of your household in Japan. Attach the copy to Form D-1.
Only when a certificate of residence cannot be issued, submit a copy of your alien registration card.
- (2) Taxation Certificate/Tax Exemption Certificate Issued by Municipality (copy): Of your household in Japan. Attach the copy to Form E. Submission is not required if you (and your spouse) have just arrived in Japan and are unable to obtain the copy.
- (3) Copy of bank passbook: If you are receiving financial support for living expenses, etc. from your family in your home country, submit Form I by attaching the copy of the passbook page(s) showing the amount sent.
- (4) Document(s) on the applicant's income: If you have earned income from part-time job, scholarship, etc., submit Form I by attaching a copy of specified documents.
- (5) Additional documents may be necessary depending on your (and your spouse's) circumstances.
Refer to Forms [Form A], [Form C-1] and [Form C-2], and submit all applicable documents.
E.g. If your spouse has income from employment, submit Form F. / If your spouse is a student, submit form K-1. / If you or your spouse is a person with a disability, submit Form K-3.

Graduate School of Fine Arts Global Art Practice Course

[Ueno Campus] Submit to: Educational Affairs Section	April 11 (Wed.) – April 12 (Thu.) 10:00–12:00/14:00–16:00
[Toride Campus] Submit to: Administration Office	April 17 (Tue.) 10:00 – 12:00/13:30 – 16:00

Graduate School of Global Arts

[Senju Campus] Submit to: Administration Office	April 9 (Mon.)– April 13 (Fri.) 9:00–11:00/14:00–16:00
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[Contact]

If you have questions and inquiries about application for tuition waiver/payment deferral, make sure to consult the section in charge before the application deadline.

Waiver/deferral inquiries : syogaku@ml.geidai.ac.jp (Scholarship Section, Student Affairs Division)

What is the tuition waiver program?

The tuition waiver program exempts, based on examination, students who fall under any of the following criteria from paying full or a 50% of tuition on a semester basis. Students who fall under the criteria of this program may also apply for the tuition payment deferral, which is explained later.

1. Eligibility

- (1) The applicant is identified as having difficulty paying tuition due to financial reasons and has good academic standing.
- (2) The applicant is identified as having extreme difficulty paying tuition because the key income producer of his/her household died or because he/she or the key income producer of his/her household suffered damage caused by wind, flood or other disaster within six months before the tuition payment deadline (in the case of a freshman, within one year before enrollment)¹. However, this criterion doesn't apply to cases where the applicant or his/her spouse is financially independent or a international student and identified as the key income producer of his/her household, even if his/her parents have died.
- (3) ~~Students who have been enrolled for years longer than the shortest course duration cannot apply for the program in principle.~~ Students who are enrolled beyond the shortest course duration due to repeating a year or extending enrollment must see * 2 of the table under 3. Academic Requirements below.

2. Academic Requirements

- (1) **Undergraduate freshman and Practical Music Course freshman**
 - a. The applicant's average score provided in the registration form is 3.2 or higher.
 - b. The applicant's score of the entrance examination is in the top one third of the applicant's faculty (major).
 - c. The applicant has passed the national university entrance qualification examination.
- (2) **Undergraduate sophomore or above**
The number of credits earned by the applicant by the previous academic year meets the standard number of credits earned in the table below. At the same time, his/her credits with grade A or above account for at least two-fifths of the all credits earned, or his/her academic performance for the year is in the top one third of his/her faculty (major).
- (3) **Practical Music Course sophomore**
Grade of credits earned by the previous academic year is A or above.
- (4) **First year in the Master's or Doctor's Program**
 - a. With regard to credits earned as an undergraduate if the applicant is in the Master's Program or credits earned in the Master's Program if the applicant is in the Doctor's Program, the number of credits with grade A or above accounts for more than two-fifths of the credits earned.
 - b. The score of the entrance examination is in the top one third of the applicant's major.
- (5) **Second year in the Master's or Doctor's Program**
The number of credits earned by the applicant by the previous academic year meets the standard number of credits earned in the table below. At the same time, his/her credits with grade A or above account for at least two-fifths of the all credits earned, or his/her academic performance for the year is in the top one third of his/her major.

Standard number of credits earned (credits earned per year)

Undergraduate (sophomore or above): 30 credits	Master's Program (2nd year or above): 10 credits	Doctor's Program (2nd year or above): 4 credits
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* 1 Credits earned from teacher training courses and curator training courses should not be included.

* 2 ~~Students who have earned no credits or very few credits, students who are repeating a year, and students who have been enrolled beyond the shortest course duration (4 years for undergraduate, 2 years for Master's Program and 3 years for Doctor's Program, excluding the period when a leave of absence was taken) are ineligible for tuition waiver in principle. However, students who are identified as having special reasons, such as illness or study abroad, may become eligible for examination with a recommendation letter from their advisers (form M).~~

[Students to whom exception criteria are applicable]

Students who don't meet the academic requirements above but fall under the exception criteria below can be examined based on the exception academic requirements (for details of the requirements, contact the Educational Affairs Section or the Student Support Division).

- a. The applicant's household is a public assistance recipient specified under the Public Assistance Act or recognized as such.
- b. The applicant or his/her household member is disabled.
- c. The applicant's household has member(s) receiving a long-term care.
- d. The applicant is an atomic bomb survivor or a child of an atomic bomb survivor.
- e. The applicant's household is a single-mother or single-father household.

3. Financial Requirements

(1) Calculation for financial requirements

Whether the applicant satisfies financial requirements or not is examined based on the assessed household finances (total income minus necessary expenses, predetermined deductions, and standard income of respective household members). Students to whom the exception criteria are applicable are examined based on more relaxed financial requirements.

For your reference, a list of income limits for model households is provided below.

However, if you fall under 1. Eligibility (2) on page 3, you may be able to receive a waiver even when you do not satisfy the financial requirements. Please consult the section in charge.

(2) Income limits for tuition waiver

We have received many tuition waiver/payment deferral applications from students from households with employment income or income after deduction exceeding the financial requirements (income limits). The requirements vary depending on numbers of household members, types of income, and special circumstances (e.g., single-mother/father family), but the table below provides guidelines for making an application. “Employment income” and “income after deduction” refer to a total of incomes earned by all members sharing household finances.

Please also note that you may not receive a waiver, even if you satisfy the criteria, due to budget constraints.

Income limit guidelines

Course	No. of household members ³	Employment income ¹ (yen)		Income after deduction ² (yen)	
		Home	Non-home	Home	Non-home
Undergraduate	2 persons	5,785,000	6,414,000	3,430,000	3,870,000
	3 persons	5,657,000	6,285,000	3,340,000	3,780,000
	4 persons	6,457,000	6,920,000	3,900,000	4,340,000
Master's Program	2 persons	6,128,000	6,690,000	3,670,000	4,110,000
	3 persons	6,057,000	6,640,000	3,620,000	4,060,000
	4 persons	6,780,000	7,220,000	4,200,000	4,640,000
Doctor's Program	2 persons	7,390,000	7,830,000	4,810,000	5,250,000
	3 persons	7,530,000	7,970,000	4,950,000	5,390,000
	4 persons	8,210,000	8,650,000	5,630,000	6,070,000

¹ “Employment income” refers to employment income before deduction, which appears as the amount of payment in a certificate of tax deducted or as the amount of employment income in a certificate of annual income.

² “Income after deduction” refers to the amount of operating income (amount of income), i.e., sales minus necessary expenses, for final return.

³ In the table above, the number of household members is based on the following assumptions. Meanwhile, “home” refers to the case where the applicant is commuting from the house of the head of his/her household, and “non-home” refers to the case where the applicant is living in an apartment, dormitory, etc. away from home.

2 persons: Father or mother (key income producer) and the applicant

3 persons: Father (key income producer), mother (full-time homemaker) and the applicant

4 persons: Father (key income producer), mother (full-time homemaker), the applicant and the applicant's brother/sister (public high school student commuting from home)

What is the tuition payment deferral (deferral or monthly installments) program?

The tuition payment deferral program allows, based on examination, students who fall under any of the following criteria to pay tuition by a deferred payment deadline or by monthly installments. It must be noted, however, that even students who receive deferral must pay tuition no later than the specified payment deadline.

1. Eligibility

- (1) The applicant is identified as having difficulty paying tuition by the payment deadline due to financial reasons and has good academic standing.
- (2) Students who have been enrolled for years longer than the shortest course duration cannot apply for the program, in principle. Students who are enrolled beyond the shortest course duration due to repeating a year or extending enrollment must see * 2 of the table under 2. Academic Requirements below.

2. Types of Deferral

- (1) **Deferral:** Payment deadline will be postponed until the end of September for spring semester tuition, or the end of January for fall semester tuition.
For example, there are cases where, as a result of examination, the applicant for tuition waiver receives a 50% waiver and is allowed to pay the outstanding 50% by the deferred payment deadline.
- (2) **Monthly installments:** The applicant is allowed to pay the one-third of the tuition three times.
 - a. Spring semester monthly deadlines: end of July, end of August and end of September
 - b. Fall semester monthly deadlines: end of November, end of December and end of JanuaryFor example, there are cases where, as a result of examination, the applicant for tuition waiver receives a 50% waiver and is allowed to pay the outstanding 50% by monthly installments.

3. Academic Requirements

- (1) **Undergraduate freshman and Practical Music Course freshman**
 - a. The applicant's average score provided in the registration form is 2.5 or higher.
 - b. The applicant's score of the entrance examination is in the top two-thirds of the applicant's faculty (major).
 - c. The applicant has passed the national university entrance qualification examination.
- (2) **Undergraduate sophomore or above**

The number of credits earned by the applicant by the previous academic year meets the standard number of credits earned in the table below. At the same time, his/her credits with grade A or above account for at least one fifth of the all credits earned, or his/her academic performance for the year is in the top two-thirds of his/her faculty (major).
- (3) **Practical Music Course sophomore**

Grade of credits earned by the previous academic year is B or above.
- (4) **First year in the Master's or Doctor's Program**
 - a. With regard to credits earned as an undergraduate if the applicant is in the Master's Program or credits earned in the Master's Program if the applicant is in the Doctor's Program, the number of credits with grade A or above accounts for more than one fifth of the credits earned.
 - b. The score of the entrance examination is in the top two-thirds of the applicant's major.
- (5) **Second year in the Master's or Doctor's Program**

The number of credits earned by the applicant by the previous academic year meets the standard number of credits earned in the table below. At the same time, his/her credits with grade A or above account for at least one fifth of the all credits earned, or his/her academic performance for the year is in the top two-thirds of his/her major.

Standard number of credits earned (credits earned per year)

Undergraduate (sophomore or above): 30 credits	Master's (2nd year or above): 10 credits	Doctoral (2nd year or above): 4 credits
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- * 1 Credits earned from teacher training courses and curator training courses should not be included.
- * 2 Students who have earned no credits or very few credits, students who are repeating a year, and students who have been enrolled beyond the shortest course duration (4 years for undergraduate, 2 years for Master's Program and 3 years for Doctor's Program, excluding the period when a leave of absence was taken) are ineligible for tuition waiver, in principle. However, students who are identified as having special reasons, such as illness or overseas education, may become eligible for examination with a recommendation letter from their advisers (Form M).

[Students to whom exception criteria are applicable]

Students who don't meet the academic requirements above but fall under the exception criteria below can be examined based on the exception academic requirements (for details of the requirements, contact the Educational Affairs Section or the Student Support Division).

- a. The applicant's household is a public assistance recipient specified under the Public Assistance Act or recognized as such.
- b. The applicant or his/her household member is disabled.
- c. The applicant's household has a member who has been receiving a long-term care.
- d. The applicant is an atomic bomb survivor or a child of an atomic bomb survivor.
- e. The applicant's household is a single-mother or single-father household.

4. Financial Requirements

Whether the applicant satisfies financial requirements or not is examined based on more relaxed financial requirements than those for tuition waiver mentioned earlier.

Selection of students to receive tuition waiver and payment deferral

In the selection process, applicants are comprehensively examined based on the aforementioned academic requirements and financial requirements.

- * 1 Note that all applicants for tuition waiver will not necessarily receive waiver, even if their household finances are difficult and they have good academic standing, due to waiver budget constraints.
It must also be noted that we select students who will receive tuition payment deferral by taking into account the circumstances of all applicants.
- * 2 **Note that your waiver or payment deferral will be canceled if any information in your application is found to be untrue.**

Decision on tuition waiver and payment deferral

Decision on tuition waiver and payment deferral is made late June for Semester 1 or early November for Semester 2, and decision notice is mailed to applicants' guarantors **or yourself, if you are an international student** and displayed on the on-campus bulletin board.

Reminders:

- Do not make tuition payment before decision is made through examination.
Applicants for tuition waiver and payment deferral are given grace to make tuition payment until it is decided whether they can receive waiver/payment deferral. Do not pay tuition before the decision is made.
Tuition payment, whether it is made by mistake or not, cannot be refunded.
Please inform your guarantor (e.g., your parents) of this rule.

If your waiver request is denied or the waiver is granted only for half of the admission fee, or if your deferral request is denied

1. If your waiver request is denied or the waiver is granted only for half of the admission fee:

Within 30 days from the day of the notification of the evaluation result (See the note below), you must pay the admission fee (or half amount of the admission fee if half of your admission fee is exempt) with the payment slip that is sent by TUA.

Failure to pay by the payment due will result in your expulsion from TUA. The payment due date will never be extended.

Note: The specific payment due will be informed together with the notification of the denial or other results of your admission fee waiver request.

2. If your request for payment deferral is denied:

Within 30 days from the day of the notification of the evaluation result (See the note below), you must pay the admission fee with the payment slip that is sent by TUA.

Failure to pay by the payment due will result in your expulsion from TUA. The payment due date will never be extended.

Note: The specific payment due will be informed together with the notification of the denial or other results of your admission fee waiver request.

If your request for payment deferral is accepted

If your request for payment deferral is accepted as a result of the evaluation process, the payment due of your admission fee will be extended to the end of September of the year. Make sure that you will pay the admission fee by that due date with the payment slip which will be sent by TUA later.

Failure to pay by the payment due will result in your expulsion from TUA. Additional extension of the payment due date will never be allowed under any circumstances.

Payment of admission fee

For inquiries on the payment of admission fee, please contact Accounting Section of the Administrative Department.

[Email to] kaikei-keiri@ml.geidai.ac.jp (Strategic Planning div. Accounting sec.)

Checklist for Submitting 2018 Semester 1 Tuition Waiver/Payment Deferral Application

Applicant (Student ID)	Name
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Among forms B through M, complete necessary forms first, and use this checklist as a cover sheet when submitting them.

*** Submit the application forms together, without stapling or clipping them.**

▼ Check applicable boxes.

Mandatory	<input type="checkbox"/>	[Form A] Checklist for Submitting 2018 Semester 1 Tuition Waiver/Payment Deferral Application	Page 7
Mandatory	<input type="checkbox"/>	[Form B] 2018 Semester 1 Tuition Waiver/Payment Deferral Application	Page 8
Mandatory	<input type="checkbox"/>	[Form C-1] List of Household Incomes/Deductions (Incomes)	Page 9
	<input type="checkbox"/>	[Form C-2] List of Household Incomes/Deductions (Deductions)	Page 10
Mandatory	<input type="checkbox"/>	[Form D-1] Submission of Certificate of Residence for all Household Members (Including Applicant and Member(s) Sharing Household Finances but Living Apart)	Page 11
	<input type="checkbox"/>	Document to attach to [Form D-1] (copy acceptable)	
Submit if applicable	<input type="checkbox"/>	[Form D-2] Submission of Documents to Certify Financial Independent Applicant	Page 12
	<input type="checkbox"/>	Documents to attach to [Form D-2] (copy acceptable)	
Mandatory	<input type="checkbox"/>	[Form E] Submission of Taxation Certificate/Tax Exemption Certificate Issued by Municipality	Page 13
	<input type="checkbox"/>	Document to attach to [Form E] (copy acceptable)	
Submit if applicable	<input type="checkbox"/>	[Form F] Employment Income Statement	Page 14
	<input type="checkbox"/>	Document to attach to [Form F] (copy acceptable)	
Submit if applicable	<input type="checkbox"/>	[Form G] Own Business Income Statement	Page 15
	<input type="checkbox"/>	Document to attach to [Form G] (copy acceptable)	
Submit if applicable	<input type="checkbox"/>	[Form H] Temporary Income Statement	Page 16
	<input type="checkbox"/>	Document to attach to [Form H] (copy acceptable)	
Mandatory	<input type="checkbox"/>	[Form I] Student Declaration of Part-Time Job	Page 17
	<input type="checkbox"/>	Document to attach to [Form I] (copy acceptable)	
Submit if applicable	<input type="checkbox"/>	[Form J] Status of Other National School Student than the Applicant	Page 18
Submit if applicable	<input type="checkbox"/>	[Form K-1] Special Deduction Statement (Household with other student(s) than the applicant)	Page 19
	<input type="checkbox"/>	Documents to attach to [Form K-1]	
Submit if applicable	<input type="checkbox"/>	[Form K-2] Special Deduction Statement (Household with other national school student(s) receiving tuition waiver than the applicant)	Page 20
	<input type="checkbox"/>	Document to attach to [Form K-2]	
Submit if applicable	<input type="checkbox"/>	[Form K-3] Special Deduction Statement (Single-mother/father household, household as a public assistance recipient, household with disabled member(s))	Page 21
	<input type="checkbox"/>	Document to attach to [Form K-3] (copy acceptable)	
Submit if applicable	<input type="checkbox"/>	[Form K-4] Special Deduction Statement (Household with member(s) receiving a long-term care)	Page 22
	<input type="checkbox"/>	Document to attach to [Form K-4] (copy acceptable)	
	<input type="checkbox"/>	[Form K-4 Medical Expense Statement]	Page 23
Submit if applicable	<input type="checkbox"/>	[Form K-5] Special Deduction Statement (Household with the key income producer living apart, household affected by fire, wind/flood damage, burglary, etc., household with income(s) earned by member(s) other than parents)	Page 24
	<input type="checkbox"/>	Document to attach to [Form K-5] (copy acceptable)	
Mandatory	<input type="checkbox"/>	[Form L] Advisor's Observation from Interview	Page 25
Submit if applicable	<input type="checkbox"/>	[Form M] Recommendation from Advisor of Student with Special Circumstances	Pages 26-27
Submit if applicable	<input type="checkbox"/>	Academic record (New student enrolling in TUA's Master's or Doctor's Program from other university) *Submission unnecessary for a new undergraduate student or new student graduated from TUA.	/
To be checked by all	<input type="checkbox"/>	I confirm that my application is for the spring semester and recognize that a separate application is required for the fall semester .	See page 1

2018 Semester 1 Tuition Waiver/Payment Deferral Application

To: President of the Tokyo University of the Arts

(MM) (DD) , 2018

I have difficulty paying tuition and therefore apply for of tuition for 2018 Semester 1.

▼ Check applicable box(es).

- Exemption
 Payment deferral

▼ Check one box for your application.

- 1. I apply only for tuition waiver.
- 2. I apply only for deferral of tuition payment deferral.
 *Deferred payment deadline: To pay by the **end of September** (date specified by TUA)
- 3. I apply for tuition waiver, but will apply for deferral when I can receive no waiver or a 50% waiver.
- 4. I apply only for monthly installments of tuition payment deferral.
 *Installment payment deadlines: To pay one third of tuition by the **end of July, end of August and end of September**, respectively (dates specified by TUA)
- 5. I apply for tuition waiver, but will apply for monthly installments when I can receive no waiver or a 50% waiver.

Applicant	(Student ID: _____) Years in TUA _____ Major _____ • If you are a new student from a school attached to TUA, provide your former student ID: • If you are a new student from other university, provide the name of the university: You must submit the academic record of the former university. Name in Kana _____ Name (autograph) _____ Address (postal code) _____ [Phone] _____ [Mobile phone] _____ [e-mail] _____
Guarantor	Name (e.g., parent; autograph) _____ Relation _____ Address (postal code) _____ [Phone] _____ [Mobile phone] _____ [e-mail] _____
[Reason why you apply for tuition waiver/payment deferral] Must be written in concrete terms by the applicant. When you need more space, attach a sheet (free format). <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>	
Have you ever applied for tuition waiver? ▼ Circle all applicable answers. No _____ Yes: I made the most recent application for the semester of _____ Spring / Fall (year) _____ Application results: Full waiver / 50% waiver / No waiver	*If the key income producer of your household died within the past year His/her name _____ (Relation _____) Date of death: _____ <hr/> *If you are affected by the Great East Japan Earthquake in March 2011 (Circle applicable answers. If Yes, submit Form K-5.) Is it affecting your household finances even now? 1. Yes (Complete Form K-5) 2. No _____ Do you have a victim's certificate? 1. Yes (Attach it to Form K-5) 2. No _____

List of Household Incomes/Deductions

▼ Mandatory to fill in

1. Write about all household members (including the applicant and member(s) living apart but sharing household finances).

- (1) Provide household (family) member information as of April 1 for spring semester or as of October 1 for fall semester.
- (2) If you need more space, copy this blank form and attach it.
- (3) For members who are unemployed, write "unemployed" in the occupation field.

(i) Family members other than students (e.g., parents, grandparents)

Relation	Father (aged)	Mother (aged)	Relation: (aged)	Relation: (aged)
Name				
Occupation				

(ii) Family member(s), including the applicant, as a student (excluding preparatory school student)
For details, see page 19.

Relation	Applicant	Relation: (aged)	Relation: (aged)	Relation: (aged)
Name				
School	Tokyo University of the Arts	National/public/private	National/public/private	National/public/private

No. of household members (i) + (ii) persons

If you are a international student (staying with a study visa), write your information only.
For details, see "If you are an applicant as a international student" on page 11.

2. Income of all household members (including member(s) sharing household finances but living apart)

▼ Mandatory to fill in (as to all members with income)

(i) Employment income

▼ Provide amounts of income calculated in Form F Employment Income Statement (page 14).

Father	Mother	Relation:	Relation:	Relation:	Relation:
,000 yen	,000 yen	,000 yen	,000 yen	,000 yen	,000 yen

(ii) Income from own business

▼ Provide amounts of income calculated in Form G Own Business Income Statement (page 15).

Father	Mother	Relation:	Relation:	Relation:	Relation:
,000 yen	,000 yen	,000 yen	,000 yen	,000 yen	,000 yen

(iii) Temporary income from retirement allowance, etc.

▼ Provide amounts of income calculated in Form H Temporary Income Statement (page 16).

Father	Mother	Relation:	Relation:	Relation:	Relation:
,000 yen	,000 yen	,000 yen	,000 yen	,000 yen	,000 yen

(iv) Income from part-time job, etc. of the applicant (including the case where the applicant is a international student)

▼ Provide amounts of income calculated in Form I Student Declaration of Part-time Job (page 17).

Income from part-time job, etc.	Money from family/aid	Scholarship (non-loan)
,000 yen	,000 yen	,000 yen

3. ▼ Circle "Financially independent" or "International student" if applicable.

Financially independent / International student

The applicant is certified / not certified as financially independent (To be filled by TUA)

List of Household Incomes/Deductions

Applicant (Student ID)	Name
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Household eligible for deduction from income: If your household is identified as any of the households listed below, the specified amount is deducted from income.

▼ Check applicable box(es). ▼ Amount deducted

<input checked="" type="checkbox"/> Deduction by applicant's commute type Applicable to all applicants	<input checked="" type="checkbox"/> Home 280,000 yen <input type="checkbox"/> Non-home _____ 720,000 yen	▲ The deductions on the left are based on where the applicant (not his/her brother/sister) commutes from to TUA. Check the applicable box in the left field. ※ If you are an international student, check the "Home" box.
<input type="checkbox"/> Household with other student(s) than the applicant	,000 yen	▲ In the left field, provide the deduction calculated in Form K-1 Special Deduction Statement (page 19).
<input type="checkbox"/> Household with national school student(s) receiving tuition waiver other than the applicant	,000 yen	▲ In the left field, provide the deduction calculated in Form K-2 Special Deduction Statement (page 20).
<input type="checkbox"/> Single-mother/father household	490,000 yen	▲ Check applicable boxes and provide necessary information in Form K-3 (page 21).
<input type="checkbox"/> Household as a public assistance recipient and the like	Income deduction is not available but the academic requirements and income requirements will be relaxed.	▲ Check an applicable box and provide necessary information in Form K-3 (page 21), and submit a copy of the public assistance notification or other document certifying the amount received.
<input type="checkbox"/> Household with disabled member(s)	Per disabled member; 860,000 yen x no. of disabled member ,000 yen	▲ In the left field, provide the deduction calculated in Form K-3 Special Deduction Statement (page 21).
<input type="checkbox"/> Atomic bomb survivor or child of an atomic bomb survivor	Income deduction is not available but the academic requirements and income requirements will be relaxed.	▲ Check applicable boxes in Form K-3 (page 21), and submit a copy of official designation as an atomic bomb survivor and the like.
<input type="checkbox"/> Household with member (s) receiving or is likely to receive a long-term (at least 6 months) care	,000 yen	▲ In the left field, provide the deduction calculated in Form K-4 Special Deduction Statement (page 22).
<input type="checkbox"/> Household with the key income producer living apart	,000 yen	▲ In the left field, provide the deduction calculated in Form K-5 Special Deduction Statement (page 24).
<input type="checkbox"/> Household affected by fire, wind/flood damage, burglary, etc.	,000 yen	▲ In the left field, provide the deduction calculated in Form K-5 Special Deduction Statement (page 24).
<input type="checkbox"/> Household with income(s) earned by member(s) other than parents	,000 yen	▲ In the left field, provide the deduction calculated in Form K-5 Special Deduction Statement (page 24).

Submission of Certificate of Residence for All Household Members (Including Applicant and Member(s) Sharing Household Finances but Living Apart) (Copy Acceptable)

***Submit a certificate that covers all members of the applicant's household.**

***If the applicant is not living in the address shown in the certificate of residence, a document that proves the applicant's current address (e.g., utility bill) must also be submitted.**

***The certificate should not contain any information of individual numbers ("My Number"). If only a certificate with the numbers is available, black out the number information before submission.**

Definition of "sharing household finances"

"Sharing household finances" does not necessarily mean living together. For example, following cases are considered as sharing household finances: a member who is living apart for the convenience of commuting to work/school or for medical expenses but lives with his/her family in his/her spare time on a regular basis; and a member to whom the household constantly sends money for living expenses, school expenses, medical expenses, etc.

* Note that applicants with household that does not include his/her parents and meets certain requirements are identified as "financially independent."

Financially independent applicants must submit Form D-2 (next page) by attaching specific documents required.

If the key income producer of your household died within the past year, attach the following documents.

- (i) Certificate of residence (copy)
- (ii) Extract of family register (copy)

If you are an applicant as a international student:

If you are an applicant as a international student (staying with a student visa), you will be considered "Financially Independent" and you must submit documents about your information only, in principle.

***If your spouse is also staying in Japan, you must also submit documents about your spouse.**

Documents to submit are: forms indicated as "mandatory" in Form A and documents (1) through (5) below:

- (1) Certificate of residence (copy): Of your household in Japan. Attach the copy to Form D-1.
- (2) Taxation Certificate/Tax Exemption Certificate Issued by Municipality (copy): Of your household in Japan. Attach the copy to Form E. Submission is not required if you (and your spouse) have just arrived in Japan and are unable to obtain the copy.
- (3) Copy of bank passbook: If you are receiving financial support for living expenses, etc. from your family in your home country, submit Form I by attaching the copy of the passbook page(s) showing the amount sent.
- (4) Document(s) on the applicant's income: If you have earned income from part-time job, scholarship, etc., submit Form I by attaching a copy of specified documents.
- (5) Additional documents may be necessary depending on your (and your spouse's) circumstances. Refer to Forms [Form A], [Form C-1] and [Form C-2], and submit all applicable documents.
E.g. If your spouse has income from employment, submit Form F. / If your spouse is a student, submit form K-1. / If you or your spouse is a person with a disability, submit Form K-3.

Submit your certificate of residence by attaching to this form.

Submission of Documents to Certify Financially Independent Applicant

If you seek to be certified as being financially independent, submit the following documents required for certification.

***Who are financially independent?**

Any applicant with a household that does not include his/her parents and the like and meets certain requirements is identified as "financially independent."

Even if the applicant student has his/her spouse or child or even if the applicant is a non-working dependent of his/her spouse, he/she is financially independent as long as he/she meets the requirements.

"Parents and the like" refers to the person(s) who had supported the applicant until he/she became financially independent.

<Requirements for applicants to be certified as financially independent>

Applicants are certified as financially independent if they meet the following requirements:

Undergraduate: Students who enrolled in TUA after working as a member of society or who have a spouse, and also meet all the requirements 1 through 4 below as of the time when they apply for admission fee/tuition waiver/payment deferral

Graduate: Students who meet all the requirements 1 through 4 below as of the time when they apply for admission fee/tuition waiver/payment deferral

1. The applicant is not a dependent of his/her parents and the like (excluding his/her spouse) under the Income Tax Act or in terms of health insurance.
2. The applicant is living apart from his/her (and his/her spouse's) parents and the like.
3. The applicant is not receiving financial assistance from his/her parents and the like (excluding his/her spouse).
4. The applicant meets any of the requirements (1) through (3) below:
 - (1) In the previous academic year, the applicant (including his/her spouse) had a regular income exceeding 1,300,000 yen a year and declared the income on which a certificate of annual income can be issued, and the situations remain the same this academic year.
 - (2) In this academic year, the applicant (including his/her spouse) is likely to have an income (including annual amount of non-loan scholarship and employment income) exceeding 1,300,000 yen because of a new job he/she has taken on or for other reasons, and can submit a certificate or other document supporting the estimation (see 3 of <Documents to submit> below). If you cannot submit a supporting document, you are regarded as not meeting this requirement.
 - (3) The applicant had a steady job and earned a salary or other income until the previous fiscal year, but became unwaged as he/she quit the job or took a leave of absence to enroll in TUA. He/she is now living on the money saved from the job and his/her deposit balance exceeds 1,300,000 yen.

*Even when the amount specified in (1) through (3) is less than 1,300,000 yen, please consult if you are in special circumstances, such as not having parents or other supporter (excluding spouse). It must be noted, however, that you are not certified as financially independent just because you are not receiving money from your parents.

<Documents to submit>

1. [All applicants who desire to be certified as financially independent and meet requirement 4 (1)]
Copy of a certificate of residence, certificate of annual income, certificate of tax deducted or final return of the applicant and his/her spouse, parents and the like
→ Submit the document by attaching to the form specified for each document type.
2. [All applicants who desire to be certified as financially independent]
Health insurance card with the applicant (or his/her spouse) heading the list of the insured
→ Submit the card by attaching to this Form D-2.
3. [Applicants who meet requirement 4 (2)]
Certificate of salary payment (schedule), letter of appointment as researcher at the Japan Society for the Promotion of Science, or document that shows the amount of scholarship, etc.
→ Submit a document showing the applicant's income and a document showing his/her spouse's income by attaching to the form specified for each document type.
4. [Applicants who meet requirement 4 (3)] Balance statement of the applicable bank account
→ Submit the statement by attaching to this Form D-2.

Submit your health insurance card and balance statement by attaching to this form.

Submission of Taxation Certificate/Tax Exemption Certificate Issued by Municipality (Copy Acceptable)

Certificate for **2016** (from January to December **2016**)

- * 1. If you are required to submit your taxation certificate or tax exemption certificate
- Submit the certificate for you as the applicant and all members of your household.
 - Submit the certificate for a member sharing household finances with the applicant even if he/she is living apart.
→ See Definition of “sharing household finances” on Form D-1 and Requirements for applicants to be certified as financially independent on Form D-2.
 - Submission of a certificate is not required for other student(s) sharing household finances than the applicant.
- * 2. Certificate to submit (taxation certificate or tax exemption certificate)
- If you have earned an income, you must submit a document titled “taxation certificate,” “certificate of annual income” and the like.
 - If you have not earned an income, you must submit a tax exemption certificate.
Submission of a tax exemption certificate is required even if the applicant earned no income (but not required with regard to student(s) other than the applicant).
 - A taxation certificate can be called by a different name depending on the municipality. Submit a certificate that shows the amount of income, amount of deduction, and amount of resident tax (income-based levy and per capita basis). The amount of resident tax may be marked as “0 yen” or “excluded from taxation”

- ★ In a taxation certificate or tax exemption certificate issued, the monthly amounts of tax for the months of January through May reflect the data for the year before last and those for June through December reflect the data for the last year.
- ★ You should request the office of the municipality in which you are living now to issue a certificate, in principle. If you have relocated this year, you should request the office of the municipality in which you lived before the relocation to issue a certificate.

Submit the abovementioned document by attaching to this form.

* Submission unnecessary for student(s) (excluding the applicant and his/her spouse)

Employment Income Statement

1. Submit this form for each of applicable income producers in your household. Copy this form in advance to complete this form for all income producers.
2. As for income earned from part-time job and the like by the applicant, submit Form I **Student Declaration of Part-time Job**.

Income producer's name: Father / Mother / Other ()		Document to submit (copy acceptable)
This form must be submitted by a person who falls under any of the following. (Check the applicable box and provide necessary information.)		
<input type="checkbox"/> Salary <input type="checkbox"/> Wage <input type="checkbox"/> Executive remuneration (including white return) * If receiving from multiple sources, provide the total amount.	<input type="checkbox"/> Taking the current job since January 2017 or before Provide the amount of payment stated in the certificate of tax deducted for last year (January through December 2017). _____ yen <input type="checkbox"/> Started (or will start) to take the current job this year or have been taking the job with mid-career employment/job change since February 2017 or later Calculate the amount based on the certificate of tax deducted or certificate of payment issued by the employer Monthly payment _____ yen × 15 months = Equivalent of annual income _____ yen (If without income from bonus such as in a part-time job, multiply by 12 months) ↑ If received payment for 5 months, write the one fifths of the amount paid. * Retirement allowance (including that of a person expected to retire) should be provided in Form H Temporary Income Statement.	Certificate of tax deducted or certificate of (expected) payment issued by the employer * <u>Even an income producer submitting a final return (copy) must submit a certificate of tax deducted.</u>
<input type="checkbox"/> Unemployment benefit	<input type="checkbox"/> Benefit received since April 2018 (Unnecessary to include the benefits received in and before March) Benefits received from April 2018 to expiration _____ yen	Notification of (expected) unemployment benefit eligibility issued by a job-placement office
<input type="checkbox"/> Pension <input type="checkbox"/> Governmental pension <input type="checkbox"/> Old-age pension <input type="checkbox"/> Survivor's pension, etc. * If receiving from multiple sources, provide the total amount.	<input type="checkbox"/> Receiving since January 2017 or before Provide the amount of pension stated in the certificate of tax deducted for last year (January through December 2017). If not receiving certificate of tax deducted, provide the amount of pension stated in the notification of (expected) pension. _____ yen <input type="checkbox"/> Started (or will start) to receive this year (2018) or have been receiving before maturity since February 2017 or later Calculate the amount based on the notification of pension. Monthly payment _____ yen × 12 months = Equivalent of annual income _____ yen ↑ If received payment for 5 months, write the one fifths of the amount paid.	Notification of (expected) pension issued by the Social Insurance Agency, etc. or certificate of tax deducted * <u>Final return (copy) cannot be accepted</u>
<input type="checkbox"/> Accident and sickness benefits <input type="checkbox"/> Livelihood assistance <input type="checkbox"/> Disability benefit <input type="checkbox"/> Children's allowance * If receiving from multiple sources, provide the total amount.	<input type="checkbox"/> Receiving since January 2017 or before Provide the amount of benefit stated in the notification of accident and sickness benefits for last year (January through December 2017). _____ yen <input type="checkbox"/> Started (or will start) to receive this year (2018) or have been receiving before maturity since February 2017 or later Calculate the amount based on the amount of benefit stated in the notification of accident and sickness benefits. Monthly payment _____ yen × 12 months = Equivalent of annual income _____ yen ↑ If received payment for 5 months, write the one fifths of the amount paid.	Notification of (expected) accident and sickness benefits issued by the Social Insurance Agency, etc. or welfare (change) notification issued by a welfare office

Add up all incomes above (round down to the thousand) → _____,000 yen

Write the total amount in **Form C-1** List of Household Incomes/Deductions.

Submit the abovementioned document by attaching to this form.

* Submission unnecessary for student(s) (excluding the applicant and his/her spouse)

Own Business Income Statement

1. Submit this form for each of applicable income producers in your household. Copy this form in advance to complete this form for all income producers.
2. As for income earned from part-time job and the like by the applicant, submit Form I **Student Declaration of Part-time Job**.

Income producer's name: _____ Father / Mother / Other (_____)		Document to submit (copy acceptable) ▼
This form must be submitted by a person who falls under any of the following. Check the applicable box and provide the information.		
<input type="checkbox"/> Commerce <input type="checkbox"/> Industry <input type="checkbox"/> Self-employed <input type="checkbox"/> Agriculture If receiving rice-crop diversion subsidy, also fill in the field below. <input type="checkbox"/> Forestry <input type="checkbox"/> Fisheries <input type="checkbox"/> Freelance <input type="checkbox"/> House rent <input type="checkbox"/> Land rent <input type="checkbox"/> Interest/dividend <input type="checkbox"/> Other	<input type="checkbox"/> Doing the current business since January 2017 or before With regard to the income in final return (copy) filed this spring, add up the positive amounts only (Do not write the total amount). If only negative amounts are written in final return, write "0 yen" instead of adding up positive and negative amounts. Income from salary or public pension should not be included in this form but in Form F Employment Income Statement. <div style="border: 1px solid black; padding: 2px; text-align: right;">_____ yen</div>	Tables 1 & 2 of final return (copy) declared this spring *If final return was not filed, submit a document that shows business income, necessary expenses and income after deduction in the recent few months. *IMPORTANT: Final return (copy) must have a "Received" stamp on it (if final return was filed via e-tax, submit a document proving that final return was filed).
	<input type="checkbox"/> Doing the current business started/changed since February 2017 or later With regard to the income in final return (copy) filed this spring, add up the positive amounts only (Do not write the total amount). Calculate an equivalent of monthly income to determine an equivalent of annual income. If only negative amounts are written in final return, write "0 yen" instead of adding up positive and negative amounts. Income from salary or public pension should not be included in this form but in Form F Employment Income Statement. <div style="border: 1px solid black; padding: 2px;">Equivalent of monthly income _____ yen x 12 months = Equivalent of annual income _____ yen</div> ↑"Equivalent of monthly income": If having income for five months, for example, write the one fifths of the amount.	
	<input type="checkbox"/> Started (or will start) the current business this year <input type="checkbox"/> Started <input type="checkbox"/> Will start in (month) _____ 2018 <div style="border: 1px solid black; padding: 2px;">Expected monthly income _____ yen x 12 months = Expected annual income _____ yen</div>	Statement by the business owner, etc. (free format)
<input type="checkbox"/> Agriculture Rice-crop diversion subsidy	<input type="checkbox"/> Receiving since January 2017 or before Provide the amount of rice-crop diversion subsidy stated in the mutual compensation notification or the farming improvement subsidy notification for last year (January through December). <div style="border: 1px solid black; padding: 2px; text-align: right;">_____ yen</div>	Notification of (expected) mutual compensation issued by JA or notification of (expected) farming improvement subsidy issued by municipality
	<input type="checkbox"/> Started (or will start) to receive this year (2018) or have been receiving before maturity since February 2017 or later Provide the amount of rice-crop diversion subsidy stated in the notification of mutual compensation or notification of farming improvement subsidy. <div style="border: 1px solid black; padding: 2px; text-align: right;">_____ yen</div>	

▼

Add up all incomes above (round down to the thousand) → _____,000 yen

▼

Write the total amount in **Form C-1** List of Household Incomes/Deductions.

Submit the abovementioned document by attaching to this form.

* Submission unnecessary for student(s) (excluding the applicant and his/her spouse)

Temporary Income Statement

Submit this form for each of applicable income producers in your household. Copy this form in advance to complete this form for all income producers.

Income producer's name: _____ Father / Mother / Other (_____)		Document to submit (copy acceptable) ▼
This form must be submitted by a person who falls under any of the following. Check the applicable box and provide the information.		
<input type="checkbox"/> Retirement allowance <input type="checkbox"/> Retirement lump sum <input type="checkbox"/> Income from transfer of asset <input type="checkbox"/> Forestry income <input type="checkbox"/> Other * If receiving from multiple sources, provide the total amount.	Amount of (expected) income received in 6 months between October 2017 and March 2018 Deduct taxes and dues if there are any. _____ yen	Certificate of (expected) payment issued by the employer, municipality, etc.



Add up all incomes above (round down to the thousand) → _____,000 yen



Write the total amount in **Form C-1** List of Household Incomes/Deductions.

Submit the abovementioned document by attaching to this form.

Student Declaration of Part-Time Job

Chapter		Document to submit (copy acceptable) ▼																																										
<p>Income from January 2017 to date *Write the regular income and current job</p> <table border="1" style="width:100%; border-collapse: collapse;"> <thead> <tr> <th style="width:30%;">Part-time job, etc. (If you are a international student, also state money/aid from home country.)</th> <th style="width:30%;">Period received (MM/YY–MM/YY)</th> <th style="width:40%;">(Average) amount received per month</th> </tr> </thead> <tbody> <tr><td> </td><td style="text-align: center;">—</td><td style="text-align: right;">yen</td></tr> <tr><td> </td><td style="text-align: center;">—</td><td style="text-align: right;">yen</td></tr> <tr><td> </td><td style="text-align: center;">—</td><td style="text-align: right;">yen</td></tr> <tr><td> </td><td style="text-align: center;">—</td><td style="text-align: right;">yen</td></tr> <tr><td> </td><td style="text-align: center;">—</td><td style="text-align: right;">yen</td></tr> <tr><td> </td><td style="text-align: center;">—</td><td style="text-align: right;">yen</td></tr> <tr> <td colspan="2">(i) (Average) amount received per month x 12 months =</td> <td style="text-align: right;">yen</td> </tr> </tbody> </table>		Part-time job, etc. (If you are a international student, also state money/aid from home country.)	Period received (MM/YY–MM/YY)	(Average) amount received per month		—	yen		—	yen		—	yen		—	yen		—	yen		—	yen	(i) (Average) amount received per month x 12 months =		yen	<p>(i) Certificate of tax deducted or pay statement issued by your current employer (ii) Tables 1 & 2 of final return (copy) declared this spring (iii) Certificate of (expected) payment issued by your current employer Any of (i) through (iii) above</p> <p><u>*Submission unnecessary for TA or RA at TUA</u></p>																		
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<p>Applicant's monthly financial standing Estimate the annual budget from now on, as well as average monthly budget * Match the total income and the total expenses.</p> <table border="1" style="width:100%; border-collapse: collapse;"> <thead> <tr> <th rowspan="2" style="writing-mode: vertical-rl; transform: rotate(180deg);">Monthly incomes</th> <th colspan="2"> </th> <th rowspan="2" style="writing-mode: vertical-rl; transform: rotate(180deg);">Monthly expenses</th> <th colspan="2"> </th> </tr> </thead> <tbody> <tr> <td>Part-time job</td><td style="text-align: right;">yen</td> <td>Food</td><td style="text-align: right;">yen</td> </tr> <tr> <td>Money from family/aid</td><td style="text-align: right;">yen</td> <td>Rent</td><td style="text-align: right;">yen</td> </tr> <tr> <td>Loan scholarship JASSO Scholarship etc. that you must repay</td><td style="text-align: right;">yen</td> <td>Utilities</td><td style="text-align: right;">yen</td> </tr> <tr> <td>Non-loan scholarship Scholarship that you don't need to repay</td><td style="text-align: right;">yen</td> <td>School</td><td style="text-align: right;">yen</td> </tr> <tr> <td>Savings</td><td style="text-align: right;">yen</td> <td colspan="2">Excluding the applicant's tuition of 540,000 yen</td> </tr> <tr> <td>Other()</td><td style="text-align: right;">yen</td> <td>Transportation</td><td style="text-align: right;">yen</td> </tr> <tr> <td>Total</td><td style="text-align: right;">yen</td> <td>Entertainment</td><td style="text-align: right;">yen</td> </tr> <tr> <td> </td><td> </td> <td>Other</td><td style="text-align: right;">yen</td> </tr> <tr> <td> </td><td> </td> <td>Total</td><td style="text-align: right;">yen</td> </tr> </tbody> </table> <p>I declare that the above information is true and correct. Applicant's name: _____ Seal _____</p>		Monthly incomes			Monthly expenses			Part-time job	yen	Food	yen	Money from family/aid	yen	Rent	yen	Loan scholarship JASSO Scholarship etc. that you must repay	yen	Utilities	yen	Non-loan scholarship Scholarship that you don't need to repay	yen	School	yen	Savings	yen	Excluding the applicant's tuition of 540,000 yen		Other()	yen	Transportation	yen	Total	yen	Entertainment	yen			Other	yen			Total	yen	<p>You need your advisor's signature below.</p> <p>If you are a new student, the signature is necessary for fall semester application but unnecessary for spring semester.</p> <p style="text-align: center;">▼</p> <p>I approve the declaration on the left. Advisor's signature</p> <p style="text-align: right;">Seal</p>
Monthly incomes			Monthly expenses																																									
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Write Each of the incomes (i) (ii) in **Form C-1** List of Household Incomes/Deductions.

Submit the abovementioned document by attaching to this form.

本人以外の「国立学校」就学者状況票（国立学校在学者用）

Status of Other National School Student than the Applicant (For national school student(s) in the applicant's household)

1. この状況票は、下記の「国立学校」に就学する家族を対象としています。
- (1) 対象となる就学者：2年生以上全員（ただし、学部から学部へ入学等、同じ課程に再入学した新生は、提出が必要）
- (2) 対象となる「国立学校」：高校、高等専門学校、短大、大学、専修学校（高等課程・専門課程）
- ※国立学校であっても「幼稚園」「小中学校」「専修学校の一般課程」「各種学校（盲学校、ろう学校）」は提出不要です。
2. この用紙は、1人1枚ずつ使用してください。足りない場合は、あらかじめ人数分をコピーしてください。
3. 該当項目にチェックの上、記入してください。
1. This form must be submitted with regard to **student(s) as the applicant's household member(s) enrolled in any of the national schools listed below.**
- (1) Applicable student: **Student in the second year or above** (However, submission required for first-year students re-entered the same course, e.g., an undergraduate student entered a national university after being an undergraduate at other university)
- (2) Applicable national school: High school, specialized vocational high school, junior college, university, specialized training college (upper secondary course/post-secondary course)
- * Submission unnecessary for kindergarten, elementary school, junior high school, general course at specialized training college, special school for the blind, the deaf and the like
2. Submit this form for **each of applicable students in your household**. Copy this form in advance to complete this form for all applicable students.
3. Check applicable boxes and provide necessary information.

▼就学者が在学する学校で証明を受けてください。

Please receive certification by the school the household member is enrolled in.

国立学校「授業料免除」状況証明書

National School Tuition Waiver Certification

【学校種別】 [School type]

- 高校 High school 高等専門学校 Specialized vocational high school 短期大学 Junior college 国立大学法人 National university
- 専修学校 Specialized training college 高等課程 Upper secondary course 専門課程 Post-secondary course

学校名 School name _____

担当係 殿
Responsible staff(平成 年度入学) (Enrolled in the year _____)
学生番号 Student ID : _____ (年 years at the school)氏名 Name _____
Commuting from 自宅通学 Home 自宅外通学 Non-home

東京芸術大学に在学する私の兄弟姉妹が授業料免除を申請するために必要としますので、私の下記事項について証明願います。

I request a certification on the following information, which my brother/sister attending the Tokyo University of the Arts needs to apply for tuition waiver.

記

平成 29 年度授業料免除状況 Tuition Waiver in Academic Year 2017

※授業料免除の有無に関わらずご記入願います

* Please fill in the following field whether the student received tuition waiver or not.

授業料 [年額] Tuition [per year]	円 yen
--------------------------------	----------

前期 Semester 1	<input type="checkbox"/> 申請なし Not applied for waiver <input type="checkbox"/> 不許可 Waiver not allowed <input type="checkbox"/> 半額免除 Received 50% waiver <input type="checkbox"/> 全額免除 Received full waiver <input type="checkbox"/> 休学 Took leave of absence <input type="checkbox"/> 国費留学生 Government-sponsored international student
後期 Semester 2	<input type="checkbox"/> 申請なし Not applied for waiver <input type="checkbox"/> 不許可 Waiver not allowed <input type="checkbox"/> 半額免除 Received 50% waiver <input type="checkbox"/> 全額免除 Received full waiver <input type="checkbox"/> 休学 Took leave of absence <input type="checkbox"/> 国費留学生 Government-sponsored international student

上記のとおり証明します。 I certify that the above information is true and correct

平成 年 月 日 Date (MM/DD/YY)

学校名 School name _____

所属 Department _____

担当者氏名 Responsible person _____ (印) Seal

電話番号 Phone _____

この証明書は、証明を受けた後、【K票-1】または【K票-2】に添付してください。

Receive certification in this form and attach to Form K-1 or Form K-2.

Special Deduction Statement

- Use this Special Deduction Statement to calculate a certain amount that can be deducted from income if it is certified that the applicant's household meets the following requirement.
- Check applicable boxes and provide necessary information. Submit this form with the below-mentioned document attached.

Requirement	Special deduction	Document to submit ▼
Household with other student(s) than the applicant <u>Excluding the following:</u> ▼ * If the student is enrolled in a national university and receiving tuition waiver, complete Form K-2 (next page).	* 1 Write the school type as of April 1 if applying for spring semester waiver or as of October 1 if applying for fall semester waiver. * 2 "Study abroad" should be counted as "private" whether the institution is national, public, or private. * 3 Deduction is not available for a specialized training college general course, preparatory school, or vocational school.	(i) Copy of school ID card or student ID card (both sides)
	<input type="checkbox"/> Elementary school student (80,000 yen x persons = yen) <input type="checkbox"/> Junior high school student (160,000 yen x persons = yen) <input type="checkbox"/> National/public high school student <input type="checkbox"/> Home (280,000 yen x persons = yen) <input type="checkbox"/> Non-home (470,000 yen x persons = yen) <input type="checkbox"/> Private high school student <input type="checkbox"/> Home (410,000 yen x persons = yen) <input type="checkbox"/> Non-home (600,000 yen x persons = yen) <input type="checkbox"/> National/public specialized vocational school student <input type="checkbox"/> Home (360,000 yen x persons = yen) <input type="checkbox"/> Non-home (550,000 yen x persons = yen) <input type="checkbox"/> Private specialized vocational school student <input type="checkbox"/> Home (600,000 yen x persons = yen) <input type="checkbox"/> Non-home (800,000 yen x persons = yen) <input type="checkbox"/> National/public university student (undergraduate, graduate, junior college) <input type="checkbox"/> Home (590,000 yen x persons = yen) <input type="checkbox"/> Non-home (1,020,000 yen x persons = yen) <input type="checkbox"/> Private university student (undergraduate, graduate, junior college) <input type="checkbox"/> Home (1,010,000 yen x persons = yen) <input type="checkbox"/> Non-home (1,440,000 yen x persons = yen) <input type="checkbox"/> National/public specialized training college student (upper secondary course) * General course students are ineligible. <input type="checkbox"/> Home (170,000 yen x persons = yen) <input type="checkbox"/> Non-home (270,000 yen x persons = yen) <input type="checkbox"/> Private specialized training college student (upper secondary course) * General course students are ineligible. <input type="checkbox"/> Home (370,000 yen x persons = yen) <input type="checkbox"/> Non-home (460,000 yen x persons = yen) <input type="checkbox"/> National/public specialized training college student (post-secondary course) * General course students are ineligible. <input type="checkbox"/> Home (220,000 yen x persons = yen) <input type="checkbox"/> Non-home (620,000 yen x persons = yen) <input type="checkbox"/> Private specialized training college student (post-secondary course) * General course students are ineligible. <input type="checkbox"/> Home (720,000 yen x persons = yen) <input type="checkbox"/> Non-home (1,120,000 yen x persons = yen)	(ii) Form J Status of Other National School Student than the Applicant (Submission unnecessary for public and private school students) * Submission unnecessary for elementary and junior high school students and students on which Form J is submitted. * If the submitted certificate of residence and copy of school/student ID card cannot prove the fact of commuting from non-home, attach a copy of utility bill (with name and address printed).

Add up all deductions above (round down to the thousand) → _____,000 yen

Write the total amount in **Form C-2** List of Household Incomes/Deductions.
 Submit the abovementioned documents by attaching to this form.

- [Reference: Key school types]
- Specialized vocational high school:** Accepts persons graduated from junior high schools to teach specialized knowledge and skills and develop necessary vocational abilities with educational continuity for five years.
 - Specialized training college upper secondary course:** Admits persons graduated from junior high schools to provide them with education according to mental and physical development based on the foundation of junior high school education. Can be called high school.
 - Specialized training college post-secondary course:** Admits persons graduated from high schools to provide them with education based on the foundation of high school education. Can be called technical college.
 - Specialized training college general course:** No particular requirements for admission are specified. Provides education other than that provided in the upper secondary course and post-secondary course.

Special Deduction Statement Name _____

1. Use this Special Deduction Statement to calculate a certain amount that can be deducted from income if it is certified that the applicant's household meets any of the following requirements.
2. Check applicable boxes and provide necessary information.

Requirement	Special deduction	Document to submit (copy acceptable) ▼
<input type="checkbox"/> Single-mother/father household Mother: died / separated Date (MM/YY): Father: died / separated Date (MM/YY):	<p>*Deduction for single-mother/father household is applicable when any of the following requirements is met.</p> <p>▼ Check an applicable box.</p> <p><input type="checkbox"/> The household consists of a mother/father and a child or children under 18 years old</p> <p><input type="checkbox"/> The household consists of a mother/father, a child or children under 18 years old, and grandparents aged 60 years or older lacking economic resources</p> <p><input type="checkbox"/> The household consists of a child or children under 18 years old</p> <p><input type="checkbox"/> The household consists of grandparents and a child or children under 18 years old</p> <p><input type="checkbox"/> The household consists of unmarried brother(s)/sister(s) and a child or children under 18 years old</p> <p><input type="checkbox"/> The household consists of unmarried brother(s)/sister(s), a child or children under 18 years old, and grandparents aged 60 years or older lacking economic resources</p> <p>* 1. Any student, including the applicant, aged 18 years or older and lacks economic resources because of long-term care or mental or physical disability should be counted as a member under 18 years old.</p> <p>* 2. Grandparents lacking economic resources refer to:</p> <p>(i) those who received payment of 1,660,000 yen or less if employment income is the only source of income; and</p> <p>(ii) those who have income (income minus necessary expenses) of 500,000 yen or less if the income is own business income.</p> <p>Deduction (flat rate)</p> <p><input type="checkbox"/> 490,000 yen</p> <p>* Besides the deduction above, academic requirements will be relaxed (but standard income will not be relaxed).</p>	TUA will confirm with the certificate of residence submitted. * Unnecessary to attach to this form.
<input type="checkbox"/> Household as a public assistance recipient and the like	<p>Deduction is applicable when the applicant is a member of a household identified as a public assistance recipient and the like.</p> <p>* When this requirement is met, deduction from income is not available but academic requirements and standard income will be relaxed.</p>	Copy of public assistance notification or other document certifying the amount received
<input type="checkbox"/> Household with disabled member(s)	<p>*Deduction for the disabled is applicable when any of the following requirements is met.</p> <p>▼ Check an applicable box.</p> <p><input type="checkbox"/> The disabled member is a person described as physically disabled in the disability certificate issued pursuant to Article 15, paragraph 4 of the Act on Welfare of Physically Disabled Persons, and the like.</p> <p><input type="checkbox"/> The disabled member is an officially certified victim of pollution-related illness and has a physical disability due to the pollution.</p> <p><input type="checkbox"/> The disabled member was exposed to an atomic bomb and has an impaired physical function.</p> <p><input type="checkbox"/> The disabled member lacks the capacity to appreciate his/her situation due to mental disability, or has been determined as mentally disabled.</p> <p><input type="checkbox"/> The disabled member needs to stay in bed and requires complicated care.</p> <p>* Note that expenditures related to corrective treatment for the disabled can be deducted if the household meets the requirement for a household with member(s) receiving a long-term (at least 6 months) care stated in Form K-4.</p> <p>Deduction (flat rate) * Besides the deduction below, academic requirements and standard income will be relaxed.</p> <p><input type="checkbox"/> 860,000 yen/disabled member x persons = yen</p> <p>(i) Disabled member's name: (ii) Disabled member's name:</p> <p style="text-align: center;">▼</p> <p style="text-align: center;">Write the total amount in Form C-2 List of Household Incomes/Deductions.</p>	Copy of disability certificate
<input type="checkbox"/> Atomic bomb survivor or child of an atomic bomb survivor	<p>*When this requirement is met, deduction from income is not available but academic requirements and standard income will be relaxed.</p>	Copy of official designation as an atomic bomb survivor

Submit the abovementioned document by attaching to this form.

Special Deduction Statement Name _____

1. Use this Special Deduction Statement to calculate a certain amount that can be deducted from income if it is certified that the applicant's household meets the following requirement.
2. Check applicable boxes and provide necessary information.

Requirement	Special deduction	Document to submit (copy accepted) ▼																																				
<input type="checkbox"/> Household with member(s) receiving (or likely to receive) long-term care (at least 6 months) care (to treat an illness)	<p>*Deduction for household with member(s) receiving a long-term care (limited to those who has been receiving, or is certified as requiring, care for at least 6 months to treat an illness as of the time of application) is applicable to any of the following medical treatment expenses incurred.</p> <p>*Note that the deduction is not applicable if treatment has finished as of the time of application.</p> <p>▼ Check a box of applicable medical treatment expense.</p> <p><input type="checkbox"/> Medical service fees paid to a doctor or dentist</p> <p><input type="checkbox"/> Charges for hospitalization</p> <p><input type="checkbox"/> Treatment fees paid to a practitioner of massage, acupuncture, moxibustion, Judo-orthopedics, etc.</p> <p><input type="checkbox"/> Drugs and medicines for treatment or care</p> <p><input type="checkbox"/> Transportation to get outpatient treatment (limited to necessary transportation)</p> <p><input type="checkbox"/> Fees paid to a caretaker (including board)</p> <p>Amounts paid out of pocket for services received by a person certified as being in need of care or assistance pursuant to the Long-Term Care Insurance Act (The deduction is not applicable to fees for doctor's certificate and private room.)</p> <p>▼ Medical expense calculation</p> <p>Calculate medical expenses based on (v) Amount paid to date in Form K-4 Medical Expense Statement (page 23).</p> <p>Based on the amount paid by the time of application to treat the member currently receiving care, calculate the amount (to be) paid for the expected period under care in one year, taking into account how long the care receiver is likely to remain under care.</p> <p>* Note that the amount of medical benefits to receive pursuant to the Health Insurance Act, etc. and the amount covered by compensation damage should be subtracted from the amount paid.</p> <table border="1" data-bbox="300 1120 1289 1460"> <tr> <td colspan="4">Care receiver's name:</td> </tr> <tr> <td>Period under care: from (MM/YY)</td> <td></td> <td>to (MM/YY)</td> <td>(estimate)</td> </tr> <tr> <td>Amount paid to date (v) _____ yen ÷</td> <td>No. of months _____ month =</td> <td>Monthly average _____ yen x</td> <td>Period (up to 12 months) _____ months = _____ yen</td> </tr> <tr> <td colspan="4">Care receiver's name:</td> </tr> <tr> <td>Period under care: from (MM/YY)</td> <td></td> <td>to (MM/YY)</td> <td>(estimate)</td> </tr> <tr> <td>Amount paid to date (v) _____ yen ÷</td> <td>No. of months _____ month =</td> <td>Monthly average _____ yen x</td> <td>Period (up to 12 months) _____ months = _____ yen</td> </tr> <tr> <td colspan="4">Care receiver's name:</td> </tr> <tr> <td>Period under care: from (MM/YY)</td> <td></td> <td>to (MM/YY)</td> <td>(estimate)</td> </tr> <tr> <td>Amount paid to date (v) _____ yen ÷</td> <td>No. of months _____ month =</td> <td>Monthly average _____ yen x</td> <td>Period (up to 12 months) _____ months = _____ yen</td> </tr> </table>	Care receiver's name:				Period under care: from (MM/YY)		to (MM/YY)	(estimate)	Amount paid to date (v) _____ yen ÷	No. of months _____ month =	Monthly average _____ yen x	Period (up to 12 months) _____ months = _____ yen	Care receiver's name:				Period under care: from (MM/YY)		to (MM/YY)	(estimate)	Amount paid to date (v) _____ yen ÷	No. of months _____ month =	Monthly average _____ yen x	Period (up to 12 months) _____ months = _____ yen	Care receiver's name:				Period under care: from (MM/YY)		to (MM/YY)	(estimate)	Amount paid to date (v) _____ yen ÷	No. of months _____ month =	Monthly average _____ yen x	Period (up to 12 months) _____ months = _____ yen	<p>Copy of doctor's certificate acceptable (the certificate must confirm the need for care for 6 month or longer and issued within 3 months), and receipt and the like (based on diagnosis; copy acceptable) issued by hospital, pharmacy and the like</p> <p>* Receipts to be attached must be those issued in the past year and bundled per month.</p>
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Add up all deductions above (round down to the thousand) → _____,000 yen



Write the total amount in **Form C-2** List of Household Incomes/Deductions.

* Besides the deduction above, academic requirements and standard income will be relaxed.

Submit the abovementioned documents by attaching to Form K-4, together with medical expenses calculated.

Special Deduction Statement Name _____

1. Use this Special Deduction Statement to calculate a certain amount that can be deducted from income if it is certified that the applicant's household meets any of the following requirements.
2. Check applicable boxes and provide necessary information.

Requirement	Special deduction	Document ▼																											
<input type="checkbox"/> Household with the key income producer living apart	<p>*The amount of deduction should be as follows.</p> <p>* 1. The income of the household earned by the key income producer living apart should be his/her income, not the amount sent to the household, and special expenses paid to live apart should be deducted from the income.</p> <p>* 2. Money sent to dependent(s) living apart is ineligible for deduction.</p> <p style="text-align: center;">▼ Estimate the amount to be paid per year based on the amount paid until the time of application.</p> <table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td style="width:30%;">Amount paid to date</td> <td style="width:20%;">No. of months</td> <td style="width:50%;">Monthly average</td> </tr> <tr> <td colspan="3">* Upper limit 710,000 yen</td> </tr> <tr> <td>(i) _____ yen ÷</td> <td>(ii) _____ months =</td> <td>(iii) _____ yen × (iv) 12 months = _____ yen</td> </tr> <tr> <td colspan="2">Total of deductions above (round down to the thousand)</td> <td style="text-align: right;">_____,000 yen</td> </tr> </table> <p style="text-align: center;">▼</p> <p style="text-align: center;">Write the total amount in Form C-2 List of Household Incomes/Deductions.</p>	Amount paid to date	No. of months	Monthly average	* Upper limit 710,000 yen			(i) _____ yen ÷	(ii) _____ months =	(iii) _____ yen × (iv) 12 months = _____ yen	Total of deductions above (round down to the thousand)		_____,000 yen	<p>Receipts of payments made and certificate of payment showing actual payment made for housing, utilities, furniture, etc. issued by the office (both copy acceptable)</p>															
Amount paid to date	No. of months	Monthly average																											
* Upper limit 710,000 yen																													
(i) _____ yen ÷	(ii) _____ months =	(iii) _____ yen × (iv) 12 months = _____ yen																											
Total of deductions above (round down to the thousand)		_____,000 yen																											
<input type="checkbox"/> Household affected by fire, wind/flood damage, burglary, etc. * Household affected by the Great East Japan Earthquake and Kumamoto Earthquake should fill in this field. Estimate damage of the previous academic year, not of the time following the earthquake.	<p>*The amount of deduction should be as follows, in principle.</p> <p>Limited to cases where it is certified that the household will be in financial distress in the future (for more than 2 years) with increasing expenses or decreasing incomes due to damage caused from the previous year of this application to date</p> <p>* 1. Note that deduction is not applicable if the damage was covered by insurance or damage compensation.</p> <p>* 2. Note that the amount of deduction will not be the actual damage or repair cost. If you take casualty loss deduction on income tax, deduct the amount.</p> <table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td colspan="3"><input type="checkbox"/> Damage of daily necessities</td> </tr> <tr> <td style="width:70%;">Minimum clothes, furniture, repair, etc:</td> <td style="width:10%;"></td> <td style="width:20%; text-align: right;">yen</td> </tr> <tr> <td colspan="3">Damage details (Please specify): _____</td> </tr> <tr> <td colspan="3"><input type="checkbox"/> Damage of means of production (farmland, store, etc.)</td> </tr> <tr> <td>Expected long-term decrease in annual income:</td> <td></td> <td style="text-align: right;">yen</td> </tr> <tr> <td colspan="3">Damage details (Please specify): _____</td> </tr> <tr> <td colspan="2">Total of deductions above (round down to the thousand)</td> <td style="text-align: right;">_____,000 yen</td> </tr> </table> <p style="text-align: center;">▼</p> <p style="text-align: center;">Write the total amount in Form C-2 List of Household Incomes/Deductions.</p>	<input type="checkbox"/> Damage of daily necessities			Minimum clothes, furniture, repair, etc:		yen	Damage details (Please specify): _____			<input type="checkbox"/> Damage of means of production (farmland, store, etc.)			Expected long-term decrease in annual income:		yen	Damage details (Please specify): _____			Total of deductions above (round down to the thousand)		_____,000 yen	<p>Disaster victim certificate issued by fire department/municipality or certificate of stolen property report issued by police station (copy acceptable) and Copies of receipts to verify the amount of damage</p>						
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Minimum clothes, furniture, repair, etc:		yen																											
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<input type="checkbox"/> Household with income(s) earned by member(s) other than parents (excluding the applicant and his/her spouse)	<p>* Deduction (upper limit per person: 380,000 yen)</p> <p>An applicable deduction is determined based on the table below. However, if one income producer has both employment income and own business income, write the upper limit of 380,000 yen.</p> <p style="text-align: center;">▼ [Formula] Check an applicable box.</p> <table border="1" style="width:100%; border-collapse: collapse;"> <thead> <tr> <th style="width:20%;">Income type</th> <th style="width:40%;">Income or income after deduction</th> <th style="width:40%;">Formula</th> </tr> </thead> <tbody> <tr> <td rowspan="3">Salary, pension, etc.</td> <td><input type="checkbox"/> 1,040,000 yen or less</td> <td>No deduction</td> </tr> <tr> <td><input type="checkbox"/> Exceeding 1,040,000 yen but under 1,512,500 yen</td> <td>Income minus (income × 0.2 + 830,000 yen)</td> </tr> <tr> <td><input type="checkbox"/> 1,512,500 yen or more</td> <td>Deduct a flat rate of 380,000 yen as upper limit</td> </tr> <tr> <td rowspan="2">Own business income</td> <td><input type="checkbox"/> Under 380,000 yen</td> <td>Deduct the amount of income after deduction</td> </tr> <tr> <td><input type="checkbox"/> 380,000 yen or more</td> <td>Deduct a flat rate of 380,000 yen as upper limit</td> </tr> </tbody> </table> <table border="1" style="width:100%; border-collapse: collapse; margin-top: 10px;"> <tr> <td style="width:50%;">Deduction qualifier's name: _____</td> <td style="width:20%;">Deduction: _____</td> <td style="width:30%; text-align: right;">yen</td> </tr> <tr> <td>Deduction qualifier's name: _____</td> <td>Deduction: _____</td> <td style="text-align: right;">yen</td> </tr> <tr> <td>Deduction qualifier's name: _____</td> <td>Deduction: _____</td> <td style="text-align: right;">yen</td> </tr> <tr> <td colspan="2">Total of deductions above (round down to the thousand)</td> <td style="text-align: right;">_____,000 yen</td> </tr> </table> <p style="text-align: center;">▼</p> <p style="text-align: center;">Write the total amount in Form C-2 List of Household Incomes/Deductions.</p>		Income type	Income or income after deduction	Formula	Salary, pension, etc.	<input type="checkbox"/> 1,040,000 yen or less	No deduction	<input type="checkbox"/> Exceeding 1,040,000 yen but under 1,512,500 yen	Income minus (income × 0.2 + 830,000 yen)	<input type="checkbox"/> 1,512,500 yen or more	Deduct a flat rate of 380,000 yen as upper limit	Own business income	<input type="checkbox"/> Under 380,000 yen	Deduct the amount of income after deduction	<input type="checkbox"/> 380,000 yen or more	Deduct a flat rate of 380,000 yen as upper limit	Deduction qualifier's name: _____	Deduction: _____	yen	Deduction qualifier's name: _____	Deduction: _____	yen	Deduction qualifier's name: _____	Deduction: _____	yen	Total of deductions above (round down to the thousand)		_____,000 yen
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Total of deductions above (round down to the thousand)		_____,000 yen																											

Submission of certifying document unnecessary

Submit the abovementioned documents by attaching to this form.

指導教員等面接所見書

Advisor's Observation from Interview

Mandatory to submit

(submission unnecessary only for freshman making spring semester application)

*Submit this form after completing application forms, attaching necessary certifying documents to them, and receiving an interview by your advisor or a faculty member as a member of the Student Life Committee.

▼To be filled in by the applicant

(Student ID _____) Major _____ (Years in TUA _____)
Applicant's name: _____

申請学生と面接した結果、授業料免除願が適当であると認めます。

Having interviewed the applicant, I confirm that the applicant's application for tuition waiver is appropriate.

平成30年 月 日

※非常勤教員と連署する等の必要がある場合は、推薦欄、署名等を振り分ける等、適宜使用してください。

面接教員氏名（署名）： _____

面接の結果、必要とする意見などありましたら記入願います。書ききれない場合は、別紙（様式自由）を添付してください。
