

Application Guidelines for AY2023 Domestic Students Financial Aid Tuition Reduction System (Sudden Change in Household Income)

The Domestic Students Financial Aid Tuition Reduction System aims to support students experiencing difficulty paying tuition due to a sudden change in their household income in order to guarantee them the opportunity to continue their university studies. Students who wish to receive this scholarship should read these guidelines carefully and apply by the deadline.

1. Outline

Outline of Domestic Students Financial Aid Tuition Reduction System

Reduction Amount: Up to 50 % of the student's AY2023 tuition fees

- A student can receive the Domestic Students Financial Aid Tuition Reduction System along with: the Japanese government's New System for Higher Education Aid (hereinafter referred to as JASSO Grant-Type Scholarship) Regular Recruitment*; APU Domestic Student Tuition Reduction Scholarship; and APU Domestic Student Academic Excellence Scholarship.

* If you are receiving the JASSO 家計急変 (Sudden Change in Household Income) Scholarship, you cannot use the Domestic Students Financial Aid Tuition Reduction System. However, your tuition fees will be reduced up to 50% by the JASSO 家計急変 Scholarship and APU Domestic Student Tuition Reduction. If you are first selected for the Domestic Students Financial Aid Tuition Reduction System and then selected for the JASSO 家計急変 Scholarship, your Domestic Students Financial Aid Tuition Reduction System will be revoked.

Application Period : Twice a year (Spring Recruitment (April) and Fall Recruitment (October))

Number of Recipients: Up to 20 students per year (Combined total for Spring and Fall Recruitment)

Method of Providing the Scholarship: This scholarship will be provided in either of the following two ways.

- (1) If the reduction amount is larger than the amount you have already paid:
The University will return the excess amount.
- (2) If the reduction amount is smaller than the amount you have already paid:
You will receive a tuition invoice that reflects the reduction amount.

2. Eligibility

Students must satisfy all the eligibility requirements below.

- (1) A domestic student **who is experiencing difficulty in continuing their university studies** because of a sudden, significant change in household income (caused by a parent/guardian's death; loss of a job; etc.). **The cause for the change in income must be something that occurred within the past year after the student enrolled at APU.**
- (2) As a general rule, a student who meets the financial criteria for JASSO Second-Class Loan-Type Scholarship. (If the student is from a family of three and is not commuting from their parents' home, the household income must be 7,350,000 yen or lower.)
- (3) A student who meets the criteria for JASSO Grant-Type Scholarship (Regular Recruitment or 家計急変) must have applied / be applying for the JASSO Scholarship. (Being selected is not a requirement.)
- (4) A student who has completed enough credits that allow the student to graduate in the shortest period of study. (four years for undergraduate students).

*A student is ineligible to apply if the sudden change in household income was a result of the following reasons, as they are seen as either being **predictable or a result of someone's own will/actions.**

- a. Retirement / Suspension of survivor pension
- b. Voluntary resignation / Punitive dismissal

*A student is ineligible to apply if the sudden change in household income was a result of the following reasons, as the timing or cause cannot be clearly identified.

- a. Bankruptcy proceedings or other official procedures are **in progress**
- b. Documents that prove the sudden change **lacks a signature or seal of a third person such as a public institution.**
- c. **An applicant does not submit a certificate due to personal reasons** even though it is possible to obtain an official certificate such as a resignation certificate in the case the sudden change in household finances is a result of a guardian's employer going bankrupt.

3. Application Method

Download the application guidelines and form from the Student Office website and submit the required documents to the Student Office Scholarship Team (Domestic Students Financial Aid Tuition Reduction System) during the application period below. **Write "To Domestic Students Financial Aid Tuition Reduction System Team" on the envelope** if you send the application documents by post.

4. Application Period

Recruitment Category	Timing of the sudden change in household income	Application Period
AY2023 Spring Recruitment	April 16, 2022 – April 15, 2023	April 3, 2023 (Mon) – April 14, 2023 (Fri)
AY2023 Fall Recruitment	October 16, 2022 – October 15, 2023	October 2, 2023 (Mon) – October 13, 2023 (Fri)

➤ Documents submitted after the application period will not be accepted.

5. Required Documents

Submit documents (1) ~ (3).

<p>(1) Application Form (Download from the Student Office website) Student Office / Scholarships for Domestic Student / Click "Domestic Students Financial Aid Tuition Reduction" https://en.apu.ac.jp/studentsupport/page/content0039.html/</p>
<p>(2) Documents ① and ② that prove the financial situation</p> <p>① 【Document that proves the financial situation before the sudden change in household income】 (copies accepted)</p> <p>Documents that prove the income of all individuals who financially support the household before the sudden change.</p> <p>(所得証明書 Income Certificate or 非課税証明書 Tax Exemption Certificate)</p> <ul style="list-style-type: none"> ➤ If there are family members other than the parents who financially support the household, please submit documents that prove these members' income as well. (This also applies to family members who live in a separate residence.) ➤ In the case of a single-parent family, submit documents that prove the income of the father or mother, and all other people who financially support the household. ➤ Obtain the latest <i>Income Certificate</i> (or <i>Tax Exemption Certificate</i>) at the municipal office. ➤ A 非課税証明書 Tax Exemption Certificate must be submitted even if the person had no income.
<p>② 【Document that proves the financial situation after the sudden change in household income】 (copies accepted)</p> <p>Documents that prove the income of all individuals who financially support the household after the sudden change.</p> <ul style="list-style-type: none"> ➤ If there are family members other than the parents who financially support the household, please submit documents that prove these members' income as well. (This also applies to family members who live in separate residences but still provide financial support.) ➤ In the case of a single-parent family, submit documents that prove the income of the father or mother, and all other people who financially support the household. <p>➤ Required Documents</p>

- A. **Salaried Worker:** Submit either (a) or (b)
- (a) **Copy of Pay Slips** (from the month household income suddenly changed up to the present) **AND** **年収見込み証明書 Certificate of Projected Annual Income** (issued by the employer)
 - (b) **確定申告書 Final Return Form** or **所得証明書 Income Certificate** that reflects the reduction in income caused by the sudden change in household income

- B. **Self-Employed Worker:** Submit either (a) or (b)
- (a) **Accounting documents such as Trial Balance** (from the same month in the previous year as the month of the sudden change in household income up to the present) **AND 確定申告書 Final Return Form** before the sudden change in household income
 - (b) **確定申告書 Final Return Form** that reflects the reduction in income caused by the sudden change in household income **AND 確定申告書 Final Return Form** before the sudden change in household income

<Accounting Documents>

- As a general rule, documents must be made using accounting software. Documents that are handwritten or made using Excel or other software **must be certified by a 税理士 Tax Accountant and affixed with a signature and seal.**
- Submit documents of the period **from the same month in the previous year as the month of the sudden change in household income to the present.** (to compare the sales, expenses and profits before and after the sudden change in household income)
- Documents that do not list the **name of the business** will be considered **invalid.**
- If there are no accounting document that proves the financial situation, submit **copies of the bankbook** of the bank account used for the business. **(Submit copies of the pages that show the account holder's name and the transaction history from the same month in the previous year as the month of the sudden change in household income to the present.)**

C. **Must be submitted** if applicable

- If the person is receiving a pension (including survivor's pension) : Copy of **年金振込通知書 Notification of Pension Payment** or **年金額改定通知書 Notification of Revised Pension Amount**
- If the person is receiving **雇用保険基本手当(失業給付) Unemployment Benefits of Employment Insurance:** Copy of both sides of **雇用保険受給資格者証 Qualified Recipient's Identification Card** (issued by Hello Work)
- If the person is receiving **生活保護 Public Welfare Assistance:** Copy of **生活保護決定(変更)通知書 Decision (Change) Notice of Public Assistance**
- If both parents are unemployed and have no income: **copies of the bankbook of the bank account used for everyday transactions (Submit copies of pages that show the account holder's name and the transaction history from the same month in the previous year as the month of the sudden change in household income to the present)**

(3) Documents that prove the reason for the sudden change in household income (copies accepted)

a. Resignation:

Document that proves the person's resignation. (**退職証明書 Resignation Certificate** OR **源泉徴収票 Certificate of Income and Withholding Tax** that shows the resignation date) **AND 退職金証明書 Certificate of Severance Allowance** (Needed even if the person did not receive a severance allowance.)

*If the person is receiving **Unemployment Benefits of Employment Insurance** after resigning, submit copies of both sides of **雇用保険受給資格者証 Qualified Recipient's Identification Card**.

b. Closing business: **廃業届 Notification of Discontinuance of Business**

c. Personal bankruptcy: **Document that proves bankruptcy**

d. Hospitalization due to injury or disease: **Medical Certificate, Medical Expenses Receipt, 障害者手帳 Disability Certificate** or **介護被保険者証 Long-Term Care Insurance Certificate of Insured Person**

e. Disaster: **罹災証明書 Risai Disaster Victim Certificate** or

被災証明書 Hisai Disaster Victim Certificate **AND documents that show the amount of damage**

f. Divorce: **戸籍謄本 Transcript of the Family Register** or other document that proves the divorce

g. Death of the guardian/parent who served as the household's main financial supporter:

死亡届 Death Notification, 死亡診断書 Death Certificate or other document that shows the name of the deceased and date of death

*You must submit a **死亡届 Death Notification** or **死亡診断書 Death Certificate** even if you have already applied for condolence money from the APU Club Domestic Students' Parents Association.

<Notes>

- Applicants must submit documents that prove their financial situation and the reason for the sudden change in household income to ensure that all applications are screened fairly. Please read these guidelines carefully and submit the required documents.
- We will assess the decrease in income **by comparing the financial situation before and after** the sudden change in household income. If you do not submit **documents that objectively show changes in income and your family's financial situation***, your application may **not be screened** as we will not be able to confirm a decrease in income. Please be aware that we may require you to submit other documents or contact you directly to ask about the situation in more detail.

*Documents that objectively prove the income and financial situation: **certificate issued by a public institution or document certified by a third party qualified to do so (employer; lawyer, 会計士 Accountant, 税理士 Tax Accountant, etc.)**

6. Screening

We will assess the need for financial support by checking why, when and how the financial situation changed based on the submitted documents.

Screening based on the financial situation: Screened in the same manner as the JASSO Scholarship

Screening based on the academic record: Applicants must have completed enough credits that allow them to graduate in the shortest period of study (four years for undergraduate students)

Semester	Required number of credits earned (cumulative number)
On completion of 1st semester	14 credits or more
On completion of 2nd semester	28 credits or more
On completion of 3rd semester	42 credits or more
On completion of 4th semester	56 credits or more
On completion of 5th semester	68 credits or more
On completion of 6th semester	82 credits or more
On completion of 7th semester	100 credits or more

7. Notification of the Screening Results (Tentative)

The Student Office will send applicants their screening results via Campus Terminal.

Recruitment Category	Notification of screening results
2023 Spring	Mid-May
2023 Fall	Mid-November

8. Revocation

The scholarship will be revoked in any of the following cases:

- (1) When a student is expelled or removed from the university register
- (2) When a student takes a leave of absence
- (3) When a student is subject to disciplinary action under the Ritsumeikan Asia Pacific University Regulations on Punitive Measures for Students
- (4) When a student turns down the scholarship
- (5) When it is found that a student has concealed that he/she does not meet the eligibility requirements by making false

statements in the application documents

- (6) When you are selected as a recipient of the JASSO 家計急変 Scholarship (JASSO 家計急変 Scholarship and APU Domestic Student Tuition Reduction Scholarship will be prioritized)
- (7) When the Student Affairs Committee decides a student is no longer a suitable recipient

9. Handling of Personal Information

Students' personal information will be securely managed in line with the law and the Ritsumeikan Trust Personal Information Protection Regulations to prevent leakage, loss, damage, alteration, etc. The university will provide the personal information of students who are selected to the APU Domestic Student's Parent and Family Association as follows.

Association	APU Domestic Student's Parent and Family Association
Purpose	To use for the APU Domestic Student's Parent and Family Association Scholarship screening
Method	Personal information is securely handled by APU faculty and staff only.

APU Domestic Student's Parent and Family Association Scholarship

Domestic Students Financial Aid Tuition Reduction System recipients whose parents belong to the APU Domestic Student's Parent and Family Association will receive the following scholarship in addition to the tuition reduction.

Scholarship Amount: 200,000 JPY

Eligibility: The student's parents belong to the APU Domestic Student's Parent and Family Association at the time of the sudden change in household income and when applying for the Domestic Students Financial Aid Tuition Reduction System.

Application Documents: Recipients who are eligible for APU Domestic Student's Parent and Family Association Scholarship will receive a Campus Terminal "Action Required" message regarding the necessary application documents about a week after being selected as a recipient of Domestic Students Financial Aid Tuition Reduction System. You will not receive this scholarship unless you submit the required documents.

= Inquiries/Mailing address =

Student Office Scholarship Team (Domestic Students Financial Aid Tuition Reduction System)
〒874-8577 Oita Beppu-shi Jumonjibaru 1-1
Tel: (0977) 78-1124 Fax: (0977) 78-1125
Email: apusch@apu.ac.jp

* APU Domestic Student's Parent and Family Association Scholarship
Office of the President (APU Domestic Student's Parent and Family Association Scholarship Team)
Tel (0977) 78-1144

AY2023 Domestic Students Financial Aid Tuition Reduction System Application Form

Hiragana Name		印	Student ID Number								
College		Semester		Date of Birth							
Student's Address/ Phone Number	【Living in parents' home? Yes/No】										
	Home Phone Number ()			Mobile Phone Number () -							
Family's Address/ Phone Number											
*Please list contact information for a person able to respond to inquiries.	Home Phone Number ()			Daytime Phone Number	(Father/Mother/Other) () -						
Family Members (Excluding the Student)	Relationship	Name	Age	Occupation (Write the school name if the person is a student)	No. of Years Employed (School Year)	Living together/apart					

		Year and Month
Cause and Timing of Change in Income (Place a check mark in the appropriate box)	<input type="checkbox"/> Guardian's death	
	<input type="checkbox"/> Guardian's loss of a job or early retirement caused by employer's bankruptcy, etc.	
	<input type="checkbox"/> Guardian's bankruptcy or business closure	
	<input type="checkbox"/> Guardian's hospitalization, etc.	
	<input type="checkbox"/> Guardian's divorce	
	<input type="checkbox"/> Significant increase of expenses or/and decrease of income caused by a disaster	
	<input type="checkbox"/> Others ()	

Reason for Application (Describe the situation behind the sudden change in household income or damage incurred by a natural disaster in detail.) *It is	

Financial Situation Before the Sudden Change in Household Income	Relationship	Unaccompanied Posting	Annual Income (Shunyu)/Year	Annual Income (Shotoku)/Year
			(Amount of Salary/Pension/Unemployment Insurance Benefits/Public Assistance)	(If self-employed)
	Father	Yes No	man(10 thousand) yen	man(10 thousand) yen
	Mother	Yes No	man(10 thousand) yen	man(10 thousand) yen
			man(10 thousand) yen	man(10 thousand) yen

Financial Situation After the Sudden Change in Household Income	Relationship	Unaccompanied Posting	Annual Income (Shunyu)/Year	Annual Income (Shotoku)/Year
			(Amount of Salary/Pension/Unemployment Insurance Benefits/Public Assistance)	(If self-employed)
	Father	Yes No	man(10 thousand) yen	man(10 thousand) yen
	Mother	Yes No	man(10 thousand) yen	man(10 thousand) yen
			man(10 thousand) yen	man(10 thousand) yen
Other Income			<input type="checkbox"/> Interest/Dividends man(10 thousand)	<input type="checkbox"/> Income from real estate/forestry man(10 thousand)
			<input type="checkbox"/> Securities man(10 thousand)	<input type="checkbox"/> Transfer of property man(10 thousand)
			<input type="checkbox"/> Retirement benefits man(10 thousand)	<input type="checkbox"/> Other man(10 thousand)
Savings Amount	() man(10 thousand) yen		Decreased by () man(10 thousand) yen	

Other Information Related to Your Family Situation	Do you have any family member with a disability or under long-term care?	<input type="checkbox"/> Yes <input type="checkbox"/> No
	If you have a family member with a disability, has the person been officially certified as having a disability?	<input type="checkbox"/> Yes (Amount of disability benefits yen/month) <input type="checkbox"/> No
	Please provide details if you have a family member under long-term care.	Relationship () Period of long-term care (year month ~ year month) Amount of medical costs (yen/month)
	Please provide details if the person in your family (<i>Kakei Shijisha</i>) who has provided the main financial support for your household is unemployed.	Reason for unemployment () Period of unemployment (years months) Unemployment insurance benefits <input type="checkbox"/> receiving <input type="checkbox"/> not receiving Period of unemployment insurance benefit (months) Public assistance <input type="checkbox"/> receiving (yen/year) <input type="checkbox"/> not receiving Job offer <input type="checkbox"/> already received (work from year month) <input type="checkbox"/> not yet

I can attest that all of the information provided in this application is true.

To the President of Ritsumeikan Asia Pacific University:

_____ year _____ month _____ day

Student _____ (EJ)

Guardian _____ (EJ)