

# Application Guidelines for the AY2024

## Ritsumeikan Asia Pacific University

### Domestic Student Tuition Reduction Scholarship

---

The Ritsumeikan Asia Pacific University Domestic Student Tuition Reduction Scholarship is an original APU scholarship that would increase the tuition reduction amount for students selected for **the First Category, Second Category, and Third Category of** the New System for Higher Education Aid (hereinafter referred to as the JASSO Grant-Type Scholarship) to half of the APU tuition amount.

Domestic students who are visa holders (dependent visa, etc.) or those with a gap of 2 years or more between their graduation from high school and university enrollment are not eligible for the JASSO Grant-Type Scholarship, however, are eligible to apply for this scholarship.

Please read through the following scholarship information carefully and apply by the application deadline if you fulfill the eligibility requirements and are interested in applying.

\*Applicants for this scholarship will first need to pay the full tuition fee amount by the tuition payment deadline in the semester they applied. If you are selected to receive this scholarship, the university will refund the reduction amount either in mid-October for Spring Semester applicants or mid-February for Fall Semester applicants.

#### 1. Scholarship Overview

**Tuition Reduction Amount:** 50% of the annual APU tuition fee

**Scholarship Period :** From the semester selected for the scholarship until your 8<sup>th</sup> semester (Students selected to receive this scholarship will be subject to an annual screening to assess whether they satisfy the financial aid and academic criteria.)

**No. of Recipients :** Determined by the budget allocated for this scholarship

**Method of Receipt:** Directly deducted from the APU tuition amount.

#### 2. Eligibility Requirements

- Applicants and recipients of the JASSO Grant-Type Scholarship
- Domestic students who are not eligible to apply for the JASSO Grant-Type Scholarship due to their visa status or the gap between high school graduation and university enrollment.\*

\* Students who hold a dependent visa or have a two-year gap or more between their graduation from high school and enrollment at APU are eligible to apply.

\* Students who do not satisfy the JASSO Grant-Type Scholarship criteria (family income exceeds the financial aid criteria, etc.) are NOT eligible to apply for this scholarship.

#### 3. Selection Criteria

- (1) Financial Aid Criteria

Same as the financial aid criteria for the JASSO Grant-Type Scholarship

Students ineligible to apply for the JASSO Grant-Type Scholarship must satisfy the following financial aid criteria:

In the case of students from households where parents/legal guardians are salaried employees: Combined income of no more than 4,000,000 JPY a year

In the case of students from households where parents/legal guardians are non-salaried employees (self-employed, etc.): Combined earnings of no more than 570,000 JPY a year

(2) Academic Criteria

Applicants must satisfy the following academic criteria designated by the university.

**【1<sup>st</sup> Semester Students】**

First semester applicants must satisfy one of the 4 criteria below:

- ① High school GPA of 3.5 or higher
  - ※ Cumulative GPA for all 3 years of high school
- ② Score on the university entrance exam that places them in the top 50% of examinees
- ③ Passed the “Certificate for Students Achieving the Proficiency Level of Upper Secondary School Graduates” (*Kōtōgakkō Sotsugyōteidoninteishiken*)
- ④ Is enthusiastic about his/her studies and has set well-defined academic goals for their time at university in addition to detailed future goals as evidenced by the applicant’s Study Plan.

**【2<sup>nd</sup> Semester Students and Above】**

Applicants in their second semester or above must satisfy either ① or ② below.

- ① University GPA that places them in the top 50%
  - ※ Cumulative GPA for all semesters up to the end of the previous academic year
  - ※ GPA rankings will be calculated for students in the same college and semester.
- ② Applicants must fulfill both (A) and (B).
  - (A) Has obtained a higher number of credits than the average number of credits in the chart below.
    - ※ Total number of credits obtained as of the previous academic year

<Average No. of Credits >

On completion of the:	Students must have obtained at least:
1 <sup>st</sup> semester	16 credits or more
2 <sup>nd</sup> semester	31 credits or more
3 <sup>rd</sup> semester	47 credits or more
4 <sup>th</sup> semester	62 credits or more
5 <sup>th</sup> semester	78 credits or more
6 <sup>th</sup> semester	93 credits or more
7 <sup>th</sup> semester	109 credits or more

- (B) The applicant is enthusiastic about his/her studies and has set well-defined academic goals for their time at university in addition to detailed future goals as evidenced by the applicant’s Study Plan.

- ※ Students will not be eligible to receive the scholarship in the following cases:
  - Upon confirmation that a student will be unable to graduate in the minimum standard period for graduation.
  - When a student has obtained less than half of the average number of credits for the semester completed.

#### 4. Application Method

Download the application documents from the Student Office website. Application documents must be received by the Scholarship Team in the Student Office within the designated application period. If you send your application by post, check to make sure you have written **Student Office Scholarship Team (Domestic Student Tuition Reduction Scholarship)** in the mailing address on the envelope before posting your application documents.

#### 5. Application Period

Semester	Application Period
Spring Semester	April 1, 2024~June 30, 2024
Fall Semester	September 21, 2024~November 30, 2024

※Applications must arrive at the Student Office within the above application period.

※Applications received after the deadline will not be screened.

#### 6. Application Documents

- Students eligible to apply for the JASSO Grant-Type Scholarship: Submit (1) Application Form ONLY.
- Students **not** eligible to apply for the JASSO Grant-Type Scholarship: Submit all of the application documents listed below.

(1) Application Form (Download from the Student Office website)
(2) Submit the most recent <b>Income Certificate (<i>Shotoku Shomeisho</i>) (Tax Certificate (<i>Kazei Shomeisho</i>) or Certificate of Tax Exemption (<i>Hikazei Shomeisho</i>))</b> for your father, mother, and <b>all other family members that financially support your household.</b> (This also includes family members that do not reside in the same domicile but contribute to your household finances.) <ul style="list-style-type: none"> <li>※ Obtain these documents at your local municipal office and submit them with your application.</li> <li>※ Submit a Certificate of Tax Exemption (<i>Hikazei Shomeisho</i>) for family members without a source of income.</li> <li>※ Single-parent households: Submission required for one parent only.</li> <li>※ <u>Documents written in languages other than Japanese or English must be accompanied by a translation in Japanese or English.</u></li> </ul>
(3) <b>Study Plan</b> ※Download <a href="#">here</a>
(4) Submit documents to prove you are ineligible for the JASSO Grant-Type Scholarship such as a copy of <b>a Foreign Resident Registration Ledger (<i>Gaikokujin Touroku Genpyou</i>)</b> or a copy

of **your high school diploma**.

※Click [here](#) for information on how to apply for a Foreign Resident Registration Ledger.

<https://www.moj.go.jp/isa/applications/disclosure/foreigner.html>

(5) **Copy of the bankbook** for refund of tuition fee

(6) **【1<sup>st</sup> Semester Students】**

Submit document ① or ②.

① Document that shows your cumulative GPA for all three years of high school (*Chōsasyo* or other documentation to prove your GPA)

② Document that shows you have passed the “Certificate for Students Achieving the Proficiency Level of Upper Secondary School Graduates” (*Kōtōgakkō Sotsugyōteidoninteishiken*)

(7) **【Applicants from single-parent households】** Submit **a copy of a family register** (*Koseki Tōhon*) or other documentation as proof.

## 7. Screening Method

Applications will be screened in accordance with the financial aid and academic criteria.

\*Financial Aid Criteria: Screening based on the calculation methods for Japan Student Services Organization (JASSO) scholarships.

\*Academic Criteria: Screening based on the academic criteria for Japan Student Services Organization (JASSO) Grant-Type scholarships.

Applicants will be notified of their screening results via Campus Terminal.

Semester	Screening Results Announced	Refund
Spring Semester	Mid- September	Mid- October
Fall Semester	Mid-January	Mid-February

\*The tuition payment deadline is May 31 for Spring Semester and November 30 for Fall Semester. (Tuition extensions are no longer possible.) Please be aware when applying for this scholarship that you will not be notified of the screening results until after the tuition payment deadline has passed due to the time required for students eligible for the JASSO Grant-Type Scholarship to first apply and receive their results. Students will receive their Spring Semester tuition invoice in early April and Fall Semester tuition invoice in early October. Students must pay tuition by May 31 for Spring Semester and November 30 for Fall Semester. The university will refund the reduction amount to students selected to receive this scholarship after the screening results are announced. Students who fail to pay tuition by the deadline will be expelled for non-payment of tuition.

## 8. Assessment for Continuation (JASSO Eligibility Screening)

Students selected for this scholarship will undergo an annual Assessment for Continuation (JASSO Eligibility Screening). Scholarship recipients will be screened to check that they satisfy the scholarship’s financial aid criteria in July-September when Income Certificates (*Shotoku Shomeisho*) are typically issued, and the scholarship’s academic criteria at the end of every even-numbered semester (in March or September). Recipients will be notified of

their Assessment for Continuation results after each screening.

\*The academic criteria screening may be conducted at the end of an odd-numbered semester for students on a leave of absence.

\*Financial Aid Criteria

- ① JASSO Grant-Type Scholarship Recipients: JASSO Eligibility Screening results will apply.
- ② Other Recipients: Submit proof of income in the form of an Income Certificate (*Shotoku Shomeisho*) (Tax Certificate (*Kazei Shomeisho*) or Certificate of Tax Exemption (*Hikazei Shomeisho*)).

\*Academic Criteria

Same as the academic criteria for the JASSO Grant-Type Scholarship Eligibility Screening.

【Reference】Academic Criteria for the JASSO Grant-Type Scholarship Eligibility Screening

Category	Academic Criteria
Revocation	<ul style="list-style-type: none"> <li>• Upon confirmation that a student will be unable to graduate in the minimum standard period for graduation.</li> <li>• When a student has obtained less than half of the average number of credits for the semester completed.</li> <li>• When a student's class attendance rate has dropped to 50% or lower or the student exhibits an equivalent lack of enthusiasm toward his/her studies.</li> <li>• When a student receives consecutive warnings and the second warning is for reasons other than the student's GPA.</li> <li>• When a student's first assessment does not result in "Continuation" after having received a "Suspension (Grades)" assessment result.</li> </ul>
Suspension (Grades)	<ul style="list-style-type: none"> <li>• When a student receives consecutive warnings and the second warning is based solely on the student's GPA. The scholarship will be reinstated for a student who received a "Suspension (Grades)" assessment result if the student's academic performance meets the "Continuation" criteria in the first assessment following the scholarship "Suspension (Grades)". Conversely, the scholarship will be revoked if the student's academic performance does not meet the "Continuation" criteria.</li> </ul>
Warning	<ul style="list-style-type: none"> <li>• When the total number of credits a student has obtained is 60% or less than the average number of credits for the semester completed. (With the exception of cases that correspond to number 2 in the revocation category above.)</li> <li>• When a student's GPA falls within the bottom 25% of their college.</li> <li>• When a student's class attendance rate has dropped to 80% or lower or the student exhibits an equivalent lack of enthusiasm toward his/her studies. (With the exception of cases that correspond to number 3 in the revocation category above.)</li> </ul>
Continuation	<ul style="list-style-type: none"> <li>• Assessment results other than "Revocation," "Warning," and</li> </ul>

	“Suspension (Grades)”
--	-----------------------

**\*You will be required to refund the tuition reduction amount** if the total number of credits earned is less than 10% of the average number of credits.

## 9. Suspension

- (1) JASSO Grant-Type Scholarship Recipients  
Failure to meet the JASSO Grant-Type Scholarship financial aid criteria
- (2) Other Recipients (Those not eligible to receive the JASSO Grant-Type Scholarship)  
Failure to meet this scholarship’s financial aid criteria (below)
  - In the case of students from households where parents/legal guardians are non-salaried employees (self-employed, etc.). Combined income of no more than 4,000,000 JPY a year
  - In the case of students from households where parents/legal guardians are non-salaried employees (self-employed, etc.): Combined earnings of no more than 570,000 JPY a year

## 10. 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
  - \* It is possible for a student to begin receiving this scholarship again after being reinstated if they satisfy all the assessment standards for continuation right before taking 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 they do not meet the eligibility requirements by making false statements in the application documents
- (6) When the Student Affairs Committee decides a student is no longer a suitable recipient
- (7) When a student loses their JASSO Grant-Type Scholarship recipient status
- (8) Failure to meet the academic criteria when assessed for continuation

## 11. Tuition Reduction Method

- (1) If you are selected to receive the Tuition Reduction Scholarship after the tuition payment deadline:  
You must first pay the full tuition amount and the university will refund the reduction amount after the screening results are announced. From the following semester, you will receive a tuition invoice that reflects the tuition reduction amount.
- (2) If your Tuition Reduction Scholarship is suspended or revoked after the tuition payment deadline:  
You will be required to pay back the tuition reduction amount. The payment deadline will depend on when your scholarship was suspended or revoked.

## 12. 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.

=Inquiries / Mailing Address=

Ritsumeikan Asia Pacific University  
Student Office  
Scholarship Team (Domestic Student Tuition Reduction Scholarship)  
1-1 Jumonjibaru, Beppu, Oita 874 – 8577 Japan  
TEL (0977) 78-1124 FAX (0977) 78-1129