Application for Tuition Fee Reduction

- For students enrolled in April 2021

1. Eligibility for the Tuition Fee Reduction

The tuition fee reduction is a financial aid for students who are in serious financial needs and are

approved as high achiever (except for Students of Governmental Scholarship or Collaborative

Education Program).

2. Amount of Reduction

Half of the tuition fee that you have to pay (between April, 2021 and September, 2021)

3. Application Documents

Please refer to the next page.

4. Submit to

Student Welfare Section

Address: Japan Advanced Institute of Science and Technology

1-1, Asahidai, Nomi, Ishikawa, 923-1292, Japan

\*For any questions, please ask the **Student Welfare Section**. However, we cannot disclose the criteria for selection.

Email: gakusei@ml.jaist.ac.jp

5. Application Deadline and How to Submit

You can submit the application directly to the Student Welfare Section or send it to the address shown above by Simplified Registered Mail or Acceptance-recorded Mail before or on April 16 (Fri.), 2021 17:00【Japan time】.

\*If you residence in outside of Japan and having difficulties bring or mailing application documents to Student Welfare Section, e-mail submission is acceptable (Email: gakusei@ml.jaist.ac.jp).

6. Result of Application

We will announce the result of tuition fee reduction in June, 2021.

7. Others

A. If you apply for the tuition fee reduction, please do not pay your tuition fee until the result is announced. Tuition fee is not refundable.

B. Please note that the submitted documents will not be returned.

C. You must pay your tuition fee to the Accounting Department by the deadline for payment designated by JAIST (The last business day of September, 2021) either you are approved or not. If you do not pay the tuition fee by the deadline, you will be removed from JAIST.

D. If you withdraw from JAIST before notice of results, your application for the tuition fee reduction will be invalid. You must pay your full of the tuition fee of 1st semester 2021.

Application Documents

The documents listed below must be submitted to the Student Welfare Section.

Ⅰ Application documents that all applicants must submit:

|  |  |  |
| --- | --- | --- |
| Documents | Notes | Check |
| Application for Tuition  Fee Reduction (Form 1) | Please read “Notes for Filling out the Application”. |  |
| Family and Income　Situation (Form 2) |  |
| Statement of School　Expenses and Living　Expenses (Form 3) |  |
| Certificate of income | Confirmation document that we can check the income of you and your family members who have income between January and December, 2019 (e.g. certificates of income published from official body, photocopy of pay statement or passbook). Photocopy is acceptable.  If the member is a student, you are not required to submit the documents and “Written Statement of No Income” of him/her.  **English/Japanese translation** is necessary if the confirmation document of your family member is written in other languages. |  |

\*family members : family members who share the same livelihood.

Ⅱ Documents that some applicants must submit in cases:

|  |  |  |
| --- | --- | --- |
| Documents | Notes | Check |
| Written Statement of No Income (Form 4) | If you cannot submit confirmation document of income because you and your family member are unemployed or your family member passed away, you must submit this. |  |
| Certificate of residence of you and your family issued by the city | If you currently live in Japan with your family, you must submit this. |  |
| School certificate | Confirmation document that we can check the enrollment of your family member at university or high-school.  If your family member is enrolled in university or high-school in Japan, you must submit this. |  |

Ⅲ Documents that some applicants must submit in cases of COVID-19

Applicants whose household economy abruptly have direct or indirect results of COVID-19 must submit the documents as follows.

　\* Financial Difficulties as a result of COVID-19

Supporter's (who supports your tuition) income after outbreak of COVID-19 (amount of 4times of last 3 month's income) has been decreased to less than a half compared to the income between January and December, 2019.

|  |  |  |
| --- | --- | --- |
| Documents | Notes | Check |
| Financial Difficulties Situation(Form 5) | As a direct or indirect result of the novel COVID-19, if the income of the supporter has been decreased, fill in Financial Difficulties Situation (Form 5) and attach the certification of the last 3 months income (copy of the salary slip). If the income of a person sharing living expenses other than Supporter has also decreased, attach the certification of the last 3 months income (copy of the salary slip). |  |
| Certification of the last 3 months income (copy of the latest salary slip) |  |

Notes

* **Make sure to submit confirmation documents of income of you and your family members** **who share the same livelihood. If he/she is a student, it is not necessary to submit the confirmation documents. (Attach Japanese/English translation if they are written in other languages.)**
* In the case there are family members who are impossible to submit confirmation documents of income, make sure to submit “Written Statement of No Income” for them.
* If you have not submitted confirmation documents of income or “Written Statement of No Income” of you and your family members completely, **your application will be rejected as lack of necessary documents.**
* After you apply for tuition fee reduction, you may be asked to submit additional documents. If the fabricated facts are found in your application, the permission will be revoked even if you were already permitted tuition fee reduction.

Notes for Filling out the Application

1. Application for Tuition Fee Reduction (Form 1)

A. Describe your family situation specifically stating the reasons for application

B. Describe the details in case (of):

1. A family member supporting a household passed away after April, 2020.
2. The family fell victim to a natural disaster (e.g. earthquake, typhoon, or volcano explosion), after April, 2020.
3. A family member is under long-term treatment.
4. A Single-parent household or welfare recipients.

2. Family and Income Situation (Form 2)

A. Applicant

If you are ordinarily employed\* at the time of application, submit either of the expected annual income certificate, monthly income certificate, or the latest 3 months payment slips.

\* “Ordinarily employed” indicates having been employed for a certain period of time or being employed hereafter.

B. Income Situation of You and Your Family Members

1. Fill in your family members who share the same livelihood, no matter whether you live together or not.
2. As for the occupation, fill in a specific type of business, (e.g. farmer, company employee, teacher, national government employee, or student). If he/she has no job or a homemaker, write “unemployed”. If the applicant is employed, write the type of business instead of “student”.
3. Fill in the annual income from January to December, 2019 (excluding extraordinary income) in the row of “Amount of annual income (tax included) in 2019. Fill in the annual income of 2019 by local currency. Do not convert it into a yen figure.

C. School Student in Your Family (Excluding the Applicant)

Fill in your family members who are school students. School students indicates your family members of the same livelihood who go to elementary, junior, high, secondary education school, junior college, technical college, college, university, or vocational school.

3. Statement of School Expenses and Living Expenses (Form 3)

Fill in the amount by local currency. Do not convert it into a yen figure.

**Fill in so that the total of expenditure matches the total of income.**

4. Written Statement of No Income (Form 4)

If the applicant / your family members who shares the same livelihood cannot submit any documents regarding the income (e.g. certificate of income issued at the public institution, a copy of the payment slip, a copy of the passbook), submit the form 4 (one for each family member is required).

**5. Financial Difficulties Situation (Form 5)**

Submit Form 5 if applicable.

Form 1

Application for Tuition Fee Reduction（1st Semester 2021）

To President of JAIST:　　　　　　　　 　　 　　　　 Date: 2021/ (Month)/ (Day)

|  |  |  |
| --- | --- | --- |
| **Examinee’s**  **number** | **Program** | **Name** |
|  | □Master’s program  □Doctoral program |  |
| **Contact information of you** | | |
| Address:  Phone number:  Email: | | |
| **Contact information of your family** | | |
| Name: Relationship to the applicant:  Address:  Phone number:  Email: | | |

**I apply for tuition fee reduction for the following reasons. I state that my application is true and correct.**

(Note)

\* Write specific reasons for the application.

\* Loan payment, marriage fund, nor having a college-bound family member is NOT an acceptable reason.

Form 2

Family and Income Situation (as of February 1, 2021)

1. Applicant

|  |  |  |
| --- | --- | --- |
| Are you now engaged in any part-time jobs?  Please select “Yes” or “No”. | Yes ( ) → | Please submit a copy of the detailed statement of your salary (latest 3 months) |
| No ( ) | |

|  |  |  |  |
| --- | --- | --- | --- |
| Did you receive any scholarship in FY 2020 (from April 2020 to March 2021)?  If “Yes”, please fill in following information, too. | Yes ( ) → | Please submit a copy of the scholarship certificate if available. | |
| No ( ) |  | |
| Name of organization | Duration of scholarship | | Monthly amount |
|  |  | |  |
|  |  | |  |

1. Income Situation of You and Your Family

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Relationship to the applicant | Name | Age | Occupation | Amount of annual income  (tax included) in 2019 |
| Applicant |  |  |  |  |
| Father |  |  |  |  |
| Mother |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

Fill in the amount of annual income of 2019 by local currency.

Fill in the relationship, name, age, occupation, and amount of annual income if any.

1. School Student in Your family (Excluding the Applicant)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Relationship to the applicant | Name | Age | Name of school | Year |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

Form 3

Statement of School Expenses and Living Expenses

|  |  |  |
| --- | --- | --- |
| **Examinee’s**  **number** | **Program** | **Name** |
|  | □Master’s program  □Doctoral program |  |

(Note)

\* State the yearly expenses spent and income for yourself.

\* If you live with family, divide the total amount of expenses by the number of family members. (Food expenses, house rent, heating and lighting expenses.)

\* Fill in the amount in local currency.

\* Fill in so that the total of expenditure matches the total of income.（※1、※2）

|  |  |  |  |
| --- | --- | --- | --- |
| January - December, 2019 | | | |
| Item of expenditure | Amount | Item of income | Amount |
| Food expenses |  | Remittance from your parents (Financial support from your home country) |  |
| House rent |  |
| Heating and lighting expenses |  |
| Tuition(except entrance fee) |  | Income of part-time job |  |
| School expenses (entrance fee, expenses for textbooks and other school affairs.) |  |
| Scholarship |  |
| Expenses for health (expenses for medicine, haircut and etc.) |  |
| Others (expenses for recreation, expenses other than those above, savings and etc.) |  | Others (deposits, savings and loan etc.) |  |
| Total（※1） |  | Total（※1） |  |

|  |  |  |  |
| --- | --- | --- | --- |
| January - December, 2020 | | | |
| Item of expenditure | Amount | Item of income | Amount |
| Food expenses |  | Remittance from your parents (Financial support from your home country) |  |
| House rent |  |
| Heating and lighting expenses |  |
| Tuition(except entrance fee) |  | Income of part-time job |  |
| School expenses (entrance fee, expenses for textbooks and other school affairs.) |  |
| Scholarship |  |
| Expenses for health (expenses for medicine, haircut and etc.) |  |
| Others (expenses for recreation, expenses other than those above, savings and etc.) |  | Others (deposits, savings and loan etc.) |  |
| Total（※2） |  | Total（※2） |  |

Form 4

Written Statement of No Income

（January-December, 2019）

|  |  |
| --- | --- |
| Relationship to the applicant |  |
| Name of the person without income |  |
| \*If he/she is already passed away, check the box of passed away and fill in the date. | □ Passed away (Date：　　　　　　　　　　　　) |
| Previous employment |  |
| Address of previous organization |  |
| Period of previous employment |  |
| Have you received retirement benefit?  \*Check the box of Yes or No. If yes, fill in the amount on a local currency basis. | □ Yes　／　□ No  Amount （　　　　　　　　　　　　　） |

I declare the statement is genuine.

Date：

Address：

Signature

\* Make sure to receive the **genuine signature** of the person described above. In case he/she has already passed away, receive the genuine signature of his/her spouse.

Form 5

Financial Difficulties Situation

|  |  |  |
| --- | --- | --- |
| **Student ID** | **Program** | **Name** |
|  | □Master’s Program  □Doctoral Program |  |

**Income Situation of Supporter (who supports your tuition)**

|  |  |
| --- | --- |
| Relationship to the applicant |  |
| Name |  |
| Age |  |
| Occupation |  |
| Employment date of  current occupation |  |
| Amount of last 3 months’ income  (tax included) | Amount :  Payment date : |
| Amount :  Payment date : |
| Amount :  Payment date : |
| Amount of annual income  (tax included) in 2019 |  |

Fill in the amount of last 3 months’ income and the amount of annual income in 2019 by local currency.

**Notes**

As a direct or indirect result of the novel COVID-19, if the income of the supporter has been decreased, fill in the “Income Situation of Supporter” above and attach the certification of the last 3 months income (copy of the latest salary slip). If the income of a person sharing living expenses other than Supporter has also decreased, attach the certification of the last 3 months income (copy of the latest salary slip).