

About Application for Tuition Fees Exemption in the Second Semester in 2024(Continuance/Change request)

1. On Application

Those who want to have exemption from tuition fees should keep the following in mind.

- (1) **Late application for tuition fees exemption will not be accepted.**
- (2) If some falsity is found in the submitted documents, the granted exemption will be revoked.
- (3) If necessary documents have not been submitted, the student's application will be excluded from the screening process.
- (4) **The results are determined within the limited budget, so your application may not be accepted even though you meet the standards.**
- (5) If you have any question about application in advance, please contact a person in charge as mentioned in 6.
- (6) Even if your tuition fees were exempted in the first semester, they are not automatically exempted in the second semester.

We check whether there have been any changes in your household- and/or family- situations during the first semester (April 1 – September 30, 2024), confirm their details and perform another screening.

Never fail to confirm the items below and submit necessary documents within the application submission period. If you do not submit the documents within the submission period, we will assume that you have declined the application for the “second semester”.

2. On Application Documents

Please confirm “Guidebook on Application for Tuition Fees Exemption (hereafter “Guidebook”)” and submit assorted documents necessary for the application.

Please consult the following procedures as a reference.

•**In case there was neither a change in household nor in family situations [continuance application]**

- (1) Fill out the continuance Application Form for Tuition Fees Exemption For the Second Semester [Form 1-2] **as of October 1 (base date).**

•**In case there were some changes in household- and/or family- situations [change request application]**

- (1) Fill out the application Form for Tuition Fees Exemption for the Second Semester with Minor Change of Situation [Form 1-3] **as of October 1(base date).**
- (2) Fill out the Record of Household Finances [Form 2-1] with the situation of the applicant and the family **as of October 1(base date).**

***The members of the family include those who live together, and those who do not live together but are dependent on the same household finance.**

***Privately funded international students are required to describe the situation of the applicant himself/herself and those members of the family who are in Japan with the applicant.**

- (3) Assort the necessary documents concerning the applicant himself/herself and the family as filled out in (2) after confirming them by consulting the Guidebook. (See pages 3-7 in the Guidebook).

***The size of documents must be standardized on A4 size. If the size of the document is smaller than A4, it should be pasted on the A-4 sized paper.**

***To those privately funded international students who came to Japan after January 2 in 2024, no Certificate of Income and Taxation will be issued. So, enter the date of arrival in Japan into the application Form for Tuition Fees Exemption for the Second Semester with Minor Change of Situation [Form 1-3]**

- (4) Based on documents regarding the income among the assorted documents as in (3), fill out the appropriate columns regarding the income in the Record of Household Finances [Form 2-2] and write the total amount of income into the column of gross income in the Record of Household Finances [Form 2-1] with a **“pencil”**.

***If there are plural sources of income, please confirm the following items in each of them: “content of the income”, “whether there is income continuously in this year also”, and “the period (in year) of continued employment”.**

- (5) Concerning Confirmation of Status of Scholarship Entitlement [Form 3].

If you receive scholarship other than that of Japan Student Service Organization, you are also required to submit a copy of document (Notification of Appointment, Scholarship Certificate, etc.) which indicates the term, amount of money, distinction whether it is a scholarship loan or non-refundable scholarship.

3. On Submission of Application Documents

•In case there was neither a change in household nor in family situations [continuance application]

(1)Due date/Time slot for Submission of Application Documents, etc.

Submit the documents to Bursary Support Group, Student Support Division by September 30 (Monday).

(No reservation in advance is necessary)

•In case there were some changes in household- and/or family- situations [change request application]

(1) Due date/Time slot for Submission of Application Documents, etc.

① The period for submission of application documents is from September 17 to September 30 (Monday). Please make reservation for the time slot from among the time slots given below by September 12 (Thursday) through “Reservation System”.

The address is:

https://outlook.office365.com/owa/calendar/shogakushien_shimadai@shimaneu.onmicrosoft.com/bookings/s/UPO-cnuCkWpvL7GRGg6tA2

①10:00~11:00 am	②2:00 ~5:00 pm
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*If you are unable to submit application documents on September 30 (Monday), please contact Bursary Support Group in advance. No application documents will be accepted after September 30 (Monday).

② Never fail to submit application documents in the time slot as reserved in ①. (Even if all documents are not completely ready by the deadline date, documents are accepted. Never fail to show up at the place as given in (2) during the reserved time slot.)

*If it is difficult for you to proceed with the application in Japanese, please come to the room with your supervisor or a Japanese student.

(2) Place to submit documents: 2nd floor, Student Support Center

(3) When visiting the Student Support Division for application, please note the followings.

① Be sure to bring someone who speaks Japanese with you, if you do not.

② Check your body temperature and confirm that you have no symptoms such as fever prior to your visit.

(Email us if you feel sick and have difficulty submitting your application on the reserved day.)

(E-mail : ssd-menjo@office.shimane-u.ac.jp)

(4) Others

① If there is defect or inadequacy in the documents at the time of submission, we will hand out “Check List of Submitted Documents” in which inadequate documents etc. are shown. Please assort the necessary documents by the specified date, and submit them together with the Check List to the Office of Bursary Support Group (second floor of Student Support Center).

② There may be a case where some inquiry is made from University concerning the documents after their submission. The applicant is required to register the telephone number of Bursary Support Group (0852-32-6063) in the cellphone.

4. Notification of the Results etc.

(1) Time of notification of the results: Middle of January (Plan)

(2) Way of notification: Announcement will be made on the bulletin boards in the whole campus and those in every faculty etc. that results have become available.

*Results of tuition fees exemption will be notified through *gakumu joho system* (educational information system) to each applicant. Confirmation procedure will be posted on the bulletin boards.

*If you have difficulty in checking information on the *gakumu joho system*, we will give information at the window.

5. Communication concerning Tuition Fees Exemption

Communication from University is done, in principle, by posting the information on the *gakumu joho system*. Therefore, please make it a custom to check the *gakumu joho system*.

It is responsibility of the student to take care not to overlook the information to avoid disadvantage or Inconvenience incurred by overlooking the information. So, be cautious.

6. Where to inquire.

Bursary Support Group, Student Support Division (2nd floor, Student Support Center)

TEL: 0852-32-6063