

## 2018 Senior High School Tuition Support Bursary Scheme

Gifu Prefecture Board of Education

### 1 Purpose

To subsidize tuition fees in order to lessen the financial burden of senior high school education upon guardians and contribute to the creation of equal opportunities in education.

### 2 Requirements to Receive Bursary (Eligible Students)

Of students attending a public senior high school, those who enrolled after April 2014.

**However, the following students are not eligible.**

- Students who have graduated/completed public or private senior high school
- Students who have been enrolled at a senior high school for a total of over 3 months (48 months for part-time or correspondence students)
- **Students whose guardians' income-based municipal inhabitants' tax (市町村民税 しちょうそんみんぜい 所得割額 しよとくわりがく *shichouson-minzei-shotoku-warigaku*) is greater than 304,200 yen.**  
(In terms of annual income, this is around 9.1 million yen for the average household)
- Students on advanced or special courses and auditing students

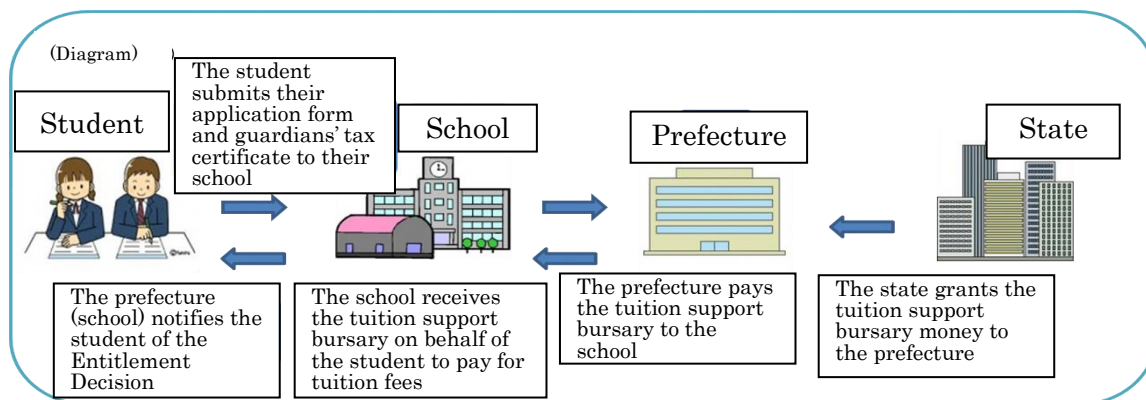
### 3 Bursary Amount

The bursary amount will be calculated in relation to the number of months the student is enrolled.

{Monthly amount for 1 course credit (310 yen ÷ completion period)} × number of registered credits

※The number of course credits for which the bursary can be given is limited to 30 credits a year, and to a total of 74 credits.

Please note that this refers to the number of credits registered for, not the number of completed credits.



### 4 Payment Method

For correspondence courses, you will be required to pay course fees when you start your course. **The tuition support bursary will be paid to you from your school by bank transfer at a later date.**

### 5 Application Process

In order to receive the bursary, you must submit an application form and receive a **Entitlement Decision**. Please submit the following documents to your school by their set **deadline**.

(1) Application Period

First grade students must submit documentation twice during the year.

【First time】 April           【Second time】 June (we will notify you of the process again)

(2) Documents to Submit (for April application)

(A) Tuition Support Bursary Entitlement Decision Form (就学支援金受給資格認定申請書 *shugaku-shienkin-jukyu-shikaku-nintei-shinseisho*)

(B) One of the following documents which can confirm your income-based municipal inhabitants' tax for the 2017 fiscal year (photocopies accepted)

・ “Proof of Income and Tax Certificate” (所得・課税証明書 *shotoku-kazei-shoumeisho*) (issued at municipal offices and branch offices)

※Proof of Income alone not accepted

・ “Special Collection Tax Decision/Change Notice” (特別徴収税額の決定・変更通知書 *tokubetsu-choushu-zeigaku-no-kettei-henkou-tsuchisho*) (distributed through your workplace in June)

・ “Tax Decision Statement/Tax Notice” (税額決定・納税通知書 *zeigaku-kettei-nouzei-tsuchisho*) (sent to you by your local municipal office if you are self-employed)

・ “Receipt of Public Assistance Certificate” (生活保護受給証明書 *seikatsu-hogo-jukyu-shoumeisho*) (a document which can confirm that you are receiving public assistance as of January 1 2018)

【Notes】

・ If sending photocopies of these documents, please make sure that the fiscal year, names, and the income-based municipal inhabitants' tax amount are clearly visible.

・ If the guardian's income-based municipal inhabitants' tax amount is below 290,000 yen and the guardian's spouse **qualifies for a spousal tax deduction** (控除対象配偶者 *koujo-taishou-haigusha*), there is no need to submit documentation for the spouse.

However, spouses who qualify for special spousal tax deductions (配偶者特別控除対象者 *haigusha-tokubetsu-koujo-taishousha*) must submit documentation.

※“Guardians, etc.” … In principle, this refers to the student's parents. If there are no parents, this refers (in order) to the student's legal guardian, the student's principal financial provider, or the student himself.

※ If one of the guardians is abroad as of 1 January 2017 and therefore has not had a tax certificate issued, please submit the tax certificate, etc. for just the guardian living in Japan.

※ If there is only one guardian for reasons such as divorce, in principle you should only submit that guardian's tax certificate.

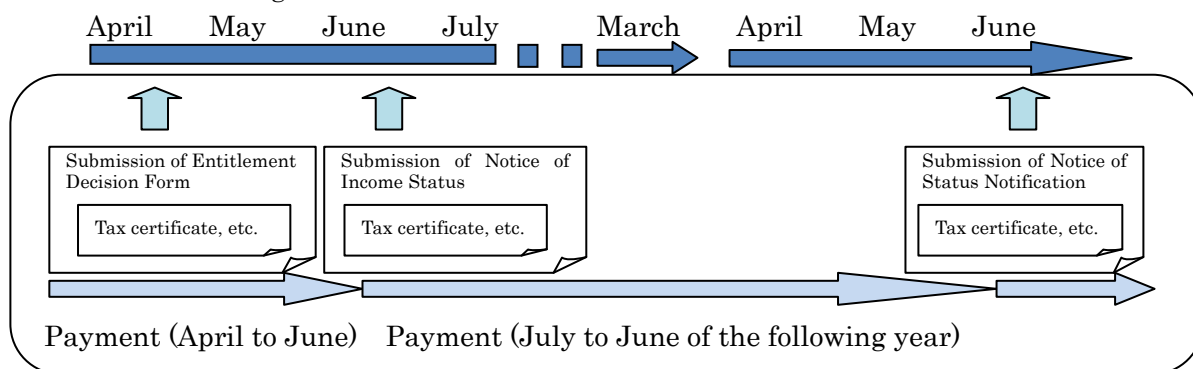
※ If the student has no guardian, please submit the student's principal financial provider's tax certificate or other proof, as well as a copy of the student's own health insurance card.

### (C) Bank Transfer Form and Creditor Registration Form

#### (3) Application Process

- April Submission of Entitlement Decision Form and other documents
- Early June Notification of the Entitlement Decision will be sent to you by the Prefecture via the school
- March (planned) Your school will transfer the bursary into your registered bank account

#### (4) Process Throughout the Year



### 6 Other Points to Note

- If the student has received this Tuition Support Bursary in the past, please attach a “Notice of Termination of Entitlement”.
- Please note that the Requirements to Receive Support (Eligible Students) may change from July 2018.

### Q & A

#### Q1 What happens if I do not apply for the Tuition Support Bursary?

A1 You will be required to pay tuition fees. If you submit a “Request to not Receive the Tuition Support Bursary”, you will also be required to pay tuition fees.

#### Q2 What happens if I cannot attach a Proof of Income and Tax Certificate for 2017 because I did not file a tax return for 2016?

A2 You cannot apply for the Tuition Support Bursary unless you have filed a tax return for 2016.

Please apply with an attached Proof of Income and Tax Certificate after you have filed your tax return and it has been issued. If you do not submit an application with an attached Certificate by the school’s deadline, you may not start receiving payments until

the following month.

**Q3 Can the Tuition Support Bursary be used for anything apart from tuition fees?**

A3 The Tuition Support Bursary is for tuition fees, and cannot be used for entrance fees or other school costs.

**Q4 How is the decision for eligibility for the Tuition Support Bursary made?**

A4 The decision is made based on the guardian's income-based municipal inhabitants' tax amount (the total tax amount for both guardians, if applicable).  
Even if the student lives with his/her grandparents, if the grandparents are not his/her guardians, their income-based municipal inhabitants' tax is not taken into account.

**Q5 Do I need to do anything else after receiving an Entitlement Decision?**

A5 Every year in June while you are enrolled at the school, you must submit an Income Status Notice and documents which confirm your income-based municipal inhabitants' tax.

**Q6 How long will the Tuition Support Bursary be provided for?**

A6 For full-time students, the Tuition Support Bursary will be provided for 36 months, the standard time it takes to graduate from senior high school. For part-time and correspondence students, it will be provided for up to 48 months.  
Payments will start from the month of your application (provided that the student is enrolled at the school on the first day of the month) and finish with the month when there is no longer a reason to receive payments (end of limit period for receiving bursary, withdrawal from school, transfer to a different school, etc.)

**Q7 Do I need to take action if the student takes a leave of absence from school?**

A7 You must submit a notice to terminate payments to the school. When returning to school, you must submit a notice to restart payments, with an Income Status Notice attached.  
Payments will be terminated/restarted from the month following the submission of a notice. If a student takes a leave of absence without submitting a notice, the bursary period of 48 months will continue to pass, but the bursary will not be paid.

**Q8 Do I need to take any action if there are any changes to the status of guardians as a result of marriage, divorce or other circumstances after the application has been submitted?**

A8 An income status notice with the guardian's tax certificate attached must be submitted.

In the event of this, please contact your school.

Ministry of Education, Culture, Sports, Science and Technology Website

<http://www.mext.go.jp/>

Inquiries                      Your Senior High School Office