



Shuugaku-Shienkin
(就学支援金)

High School Tuition Support Fund Procedure for receiving support

Tokyo Metropolitan high school students must pay tuition as required under the Ordinance.

Tokyo Metropolitan Government Board of Education intends to reduce school expenses borne by students and guardians by granting the amount of "tuition support funds," equivalent to the tuition of the recipients' school according to the guardians' income.

To receive the tuition support funds, you need to apply for it. The applicants must take the procedure for it by the submission deadline.

1 How to apply

Please make an application as follows.

Target applicant	Procedure	What is to follow
Those who apply for the Fund	See Page 2 and send required documents by mail to the following address.	The results are to be sent to applicants by mail. The "Tuition Payment Notice" is to be attached if application is not approved.
Those who do not apply for the Fund	Fill in and send the Confirmation Form of No Intention to Make Application to the following address.	The "Tuition Payment Notice" is to be sent to those applicants.

【Address for submission】

Please submit to the Management Planning Office of each school.

【Submission deadline】

_____, 201_

What is High School Tuition Support System?

- 1 If the tuition support fund is granted for you, **your tuitions shall be free.**
- 2 **If any application is not made for you, you must pay your tuitions.**
- 3 According to the authorization criteria, households paying municipal taxes per-income levy amount of less than ¥304,200 (※) are eligible to apply for this system.
 ※ households having approximate annual income of less than 9.1 million yen: a standard household either of which parents is working and which holds one high school child and one middle school child).
- 4 It is not the case that students themselves or their parents directly receive the tuition support fund itself.

2 Eligible households and the amounts of support

Eligible household	Amount of support			
	Full-time (Incl. credit system)	Part-time	Part-time (Credit system)※3	Correspondence ※3
Municipal tax per-income levy amount※1 of which is less than 304,200円※2	9,900円/month	2,700円/month	1,740円 per credit, per year	336円 per credit, per year

※1 To see how to confirm the amount, see Page 3.

※2 Total of those of guardians.

※3 The maximum amount of support is up to 30 credits per year and 74 credits in total.

■ Those who are ineligible

- (1) Those who are high school graduates or have completed equivalent courses
- (2) Those who have studied at high schools (including the case of school transfer) for a total of over 36 months at full-time courses, or 48 months at part-time or correspondence courses
- (3) Those who entered to the present school before April 2014

3 Period of funding

○ Flow of procedure and support (full-time course)

Grade	Apr.	May	Jun.	Jul.	Aug.	Sept.	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.
1st year	Application form Last year's tax certificate, etc. Submit to the address specified in Page 1 Apply		New students only	Application form This year's tax certificate, etc. Submit to the address specified in Page 1 Apply								
2nd year				Apply								
3rd year				Apply								
	Period of funding (Apr-Jun)			Period of funding (Jul - next Jun)			Period of funding (Jul - next Jun)			Period of funding (Jul - next Mar)		

4 Documents required for the procedure

Please submit the attached application form (titled "高等学校等就学支援金受給資格認定申請書兼収入状況届出書") and the necessary documents as follows:

In addition, the academic year of tax certificate, etc., differs depending on the application period.

- If applying Apr-Jun, please submit the tax certificate, etc., of the previous academic year.
- If applying Jul-Mar, please submit the tax certificate, etc., of the present academic year.

As for welfare recipients, please note the following:

- If applying from April to June, please submit the Recipient Certificate confirming that the applicant received welfare support as of January 1 of the previous year.
- If applying from July to March, please submit the Recipient Certificate confirming that the applicant received welfare support as of January 1 of this year.

Target applicant		Required document		
		Application Form	Documents confirming income (copies acceptable)	Issuing institution
There is any guardian or appointed guardian of minor	Other than welfare-recipient households	① Application Form: One	② Documents confirming the municipal tax per-income levy amount of the guardians or guardians of minor <ul style="list-style-type: none"> Complete residence tax/tax-exemption certificate (課税証明書) Special levy notice (特別徴収税額通知書) Residence tax collection notice (住民税納税通知書) Submit any one of these documents listed	Ward, city, town and village offices
	Welfare-recipient households		② Welfare recipient certificate (生活保護受給証明書) one	Welfare offices
There is neither guardian nor guardian of minor	There is any person supporting the applicant		② Documents confirming the municipal tax per-income levy amount of the main independent individual one	Ward, city, town and village offices
			③ A copy of the health insurance card of the student one ↓ In case of National Health Insurance, submit ④.	Each insurer
	There is no supporter		④ A resident card listing all the household members Certificate of entry in the resident card listing all the household members } Any one of these	Ward, city, town and village offices
	The student is an adult, or a minor with income on which the municipal tax per-income levy is imposed	② Documents confirming the municipal tax per-income levy amount of the student one	Ward, city, town and village offices	
	The student is a minor without income on which the municipal tax per-income levy is imposed	③ A copy of the health insurance card of the applicant one ↓ In case of National Health Insurance, submit ④.	Each insurer	
		④ A resident card listing all the household members Certificate of entry in the resident card listing all the household members } Any one of these	Ward, city, town and village offices	
		No submission of document confirming income is required. Please submit the ① Application Form only.	-	

※ In case when Certificate of Residence is required to be included in the submitting documents, you may submit Certificate of Residence issued without printing of "My Number", that is a kind of personal identification number to be used for Japanese taxation purpose. And, if Certificate of Residence with printing of "My Number" is issued, you may submit it after erasing the "My Number" by masking so not to be restored.

6 Frequent questions

Q1 When can I receive the tuition support funds after submitting the application documents?

The tuition support funding is indirectly given to students and guardians. The funds that is given to the school is directly appropriated for the tuition.
Approved students and guardians do not need to pay the tuition.

Q2 If the application documents are filed after the submission due date, is it possible to be granted of the support fund for the period before the delayed submission date?

Since the tuition support fund shall be granted for the period after the date of application filed to your school, it is not possible to receive the fund date back the application. So, if you wish to be granted of the fund, you are requested to submit the application documents promptly by the due date designated by your school.

Q3 Both parents have parental authority, but the child is supported by the grandfather. Is it sufficient to submit only the documents confirming the grandfather's income?

Please submit the documents confirming the parents' income because we carry out examination based on the municipal tax per-income levy amount of the guardians.

Q4 Currently, I have not received the tuition support funding. There was a change to my household income situations due to my parents' divorce. Will I be provided with the funding?

In cases where the child has just one guardian due to the finalization of the parents' divorce, please submit the document confirming the guardian's income. If you submit required documents during the month of the finalization of the parents' divorce, and if the documents meet requirements, the child will be provided with the funds from the next month of the finalization of divorce.

Q5 I have received the tuition support funds. The number of my guardians, however, increased due to adoption or some other reasons. What procedure should I follow?

In cases where the number of guardians increased, we need to examine the income situation based on the new household composition. Please report it to your school with documents that confirm the new guardian's income.

Q6 In such case that one of my parents is applied for tax exemption for spouse, is it acceptable or not to waive the submission of Tax Declaration Certificate of the spouse who is subject to the tax exemption? If yes, is it in what case?

In such cases, the municipal tax per-income levy amount of a person who is subject to the tax exemption will be about 3,000 yen at a maximum. Please compare the following two marginal cases for your consideration:

Case 1 Father: municipal tax per-income levy amount is ¥301,000 and tax exemption for spouse is applied;



Since the total amount of municipal tax per-income levy of both of parents is calculated at ¥304,000 at a maximum, that means less than the minimum standard of authorization calculated at ¥304,200, it is enough to submit only father's Tax Declaration Certificate and other relevant documents.

Case 2 Father: municipal tax per-income levy amount is ¥302,000 and tax exemption for spouse is applied;



Since the total of municipal tax per-income levy amount of both of parents is calculated at ¥305,000 at a maximum that is over the minimum standard of authorization of ¥304,200, it is required to submit Tax Declaration Certificates and other relevant documents of both of the parents.

※In such case that no claiming is made for tax exemption for spouse, including a case that claiming is made only for special tax exemption for spouse, the tax certificates of both of the parents are required to be submitted, regardless of value of municipal tax per-income levy amount.

For enquiries about how to fill in the application form, required documents and the Tuition

■ Treatment of personal information

The personal information of students, guardians, etc. collected by the Tokyo Metropolitan Government Board of Education will be appropriately managed in accordance with laws and regulations.

In cases where services related to the Tuition Support Fund are entrusted to other subcontractors, we will exercise necessary and appropriate supervision over them.