

## **Application for Tuition Exemption for the Second Semester of Academic Year 2023**

### **I. Eligibility for Applicants**

1. A student who is unable to pay the tuition due to financial difficulties but is proven to have outstanding academic performance
2. A student recognized as having other circumstances equivalent to the above (1)

### **II. Application Procedure for Tuition Exemption**

Applicants are required to submit the following documents. Forms are available at

<https://www.soken.ac.jp/en/news/2023/20230728.html>

**Be sure to check all the documents using the attached “checklist” before submission.**

1. Tuition Exemption Request (Form1)
2. Request for Tuition Payment Postponement (Form3)  
\* Be sure to submit both Form1 and Form3.
3. Family Status Report (Form 2-3)  
\*Statement should be made only for the family members residing in Japan.  
\*The amount of monthly income and monthly expenses must be balanced.
4. Certificate of Income for 2022 issued by the municipal office  
\*Certificate of Income for yourself and all the family members residing in Japan is required.  
However, Certificate of Income for those who were not in Japan in 2022 is not required.  
\*Certificate of Income for a family member(s) under the age of mandatory education is not required.
5. Part-time Employment Status Report (Form 7)  
\*All applicants (even in case of no part-time employment) must submit Form 7.
6. Copy of Residence Card (*Zairyu* Card or *Juminhyo*) of yourself and all the family member(s) residing in Japan
7. Copy of National Insurance Card (*Kokumin Kenko Hoken*)
8. Other certificate of income/earnings (if applicable)  
\*If you or any of the family members has any income or earnings in Japan, certificate (payment certificate or tax certificate slip, etc.) is required.
9. Statement of Reasons for tuition exemption application for students who continue to be enrolled beyond the standard program term.  
\*Those applicants who are enrolled beyond the standard program term but wish to apply for the tuition exemption must submit this form. In such cases, the application will be accepted only if the applicant is recognized as having the special circumstances that may justify the

delay in the completion of the program.

### **III. Application Period and Submission Location**

Applicants must submit a complete set of application documents to the Department office by the deadline set by each Department. The deadline differs depending on the department, so please inquire the department office about the deadline. Applications after the application period will not be accepted regardless of circumstances.

### **IV. Result Notification and Payment**

Applicants will receive the notification of results at the beginning of January 2024. The collection of the tuition for applicants will be withheld until the result notification. If your application is disapproved, the tuition has to be paid immediately. Some applicants who receive the disapproval of the tuition exemption may be given a grace period of payment. In such a case, the payment must be made by March 15, 2024. Please be aware that if you fail to make the payment by the specified deadline, you will be expelled from SOKENDAI.

### **V. Notes**

1. When you submit your application, please make sure that your application documents are complete. If you fail to submit your application until the application period, we reject receiving your application in principle.
2. If you would like to confirm whether your application has been accepted, please contact us from October 2 to 6, 2023.
3. After submitting the application, applicants may receive inquiries regarding the application or requests for additional documents. In such a case, you will be contacted through email. Remember to check your email regularly so that you will not miss the emails from SOKENDAI, which might result in the rejection of your application.
4. Please be aware that if your application is later found to contain false information, the decision on the tuition exemption will be canceled even after the approval.

### **VI. Enquiries**

If you have any questions, please contact Student Affairs Section, SOKENDAI Hayama Headquarter at [gakusei@ml.soken.ac.jp](mailto:gakusei@ml.soken.ac.jp) by email.