

Application Guidelines for “Emergency Tuition Fee Exemption for students whose households were suddenly affected by the COVID-19 infection (the First Semester 2020)”

[for International Students]

1. Overview

For students with a large decline in household income due to the direct or indirect impact of the COVID-19 outbreak, the tuition fee for the first semester of 2020 will be exempted. (Those who have already paid their tuition fees will receive a refund.)

※ In the normal exemption screening, the income of the previous year is examined. This time, however, in the screening of Emergency Tuition Fee Exemption, the estimated income after the income decrease is examined.

[Eligible Applicants]

※ You must meet both of the following conditions (1 and 2) can apply for the Emergency Tuition Fee Exemption.

- (1) Undergraduate and graduate students (including international students) enrolled in Kumamoto University.
- (2) Students whose family finances have suddenly changed due to the effects of the COVID-19 infection and who have difficulty paying tuition fees for the first semester of 2020.

(Note) Students who meet any of the following criteria are not eligible.

1. Non-regular students (research students, non-degree students, special auditing students, special research students)
2. Students who have been adopted into the new system of support for higher education and whose support category is either Category I (full exemption) or Category II (2/3 exemption)
3. Students who received a half-tuition fee waiver as a result of the University's original tuition fee exemption for the first semester of 2020.

2. Requirements

The students whose householder's (*1) income (*2) has declined significantly with business suspension or closure due to the impact of the COVID-19 outbreak as compared to the income before the occurrence of cause for income decreasing (*3) and who will meet the criteria for the University's tuition fee exemption.

*1 householder

- In principle, “householder” is you (applicant) or your spouse. However, if your family (excluding a spouse) lives in Japan, “householder” is family members who provide the family budget.

*2 income

- If you are supported financially by parents or others, “income” means the total amount of the parents’ (or other’s) remittance and your income such as part-time job wage. If you are a self-supporting student, “income” means the total income of you and your spouse.

*3 income decreasing

- The sum of money sent by family members in the applicant's home country and the applicant's part-time work income has decreased because of the COVID-19 outbreak.

● The criteria for the University's tuition fee exemption is available at the URL below:
https://www.kumamoto-u.ac.jp/daigakuseikatsu/nyugaku_zyugyou/jugyoryo_menjo

3. Application Period

Wednesday, July 1, 2020 – Friday, July 17 【Strict deadline】

4. Application Process

(1) Prepare the following required documents

[International Students]

Submission	Requirement documents
※ Documents to be submitted by all applicants (required)	※<u>Application and Income Declaration Form Regarding the Effects of the COVID-19 Infection (for International Students) (excel file) (*1)</u>
If you have a room rent contract document of a residence in Japan	Photocopy of <u>the room rent contract document (indicating a contractor’s name, term of contract and room rent)</u> (converted into a photo or other format)
If you (or your spouse) have income of part-time or other jobs after the occurrence of the cause for income decreasing	Photocopy of <u>documents indicating your (or spouse’s) job income for one month after the occurrence of cause for incoming decreasing</u> (e.g. payment slip of April 2020) (converted into a photo or other format)

*1 “Application and Income Declaration Form Regarding the Effects of the COVID-19

Infection (for International Students)” is available at Kumamoto University’s website. There are three types of application form, so please download the application form “for International Students” and fill it out.

- (2) Sending the application form from your Student E-mail Address provided by the University ([student no.]@st.kumamoto-u.ac.jp) as follows.

[note] We do not accept submissions through students' private email addresses.

Submissions by post or by bringing them to the office will not be accepted.

- To: Student Life Division, Student Affairs Department, Kumamoto University
- E-mail address gag-kinkyu@jimu.kumamoto-u.ac.jp
- Subject: Application for Emergency Tuition Fee Exemption
- Text: Be sure to write your “name” and “student ID number”.

- (3) Notes after submitting an application

- We will send a “Completion” notice to your Student E-mail Address by the end of July, if you have submitted all the necessary documents. Make sure that you have received a confirmation e-mail.
- If there are any incomplete or missing documents in the application, the university staff will contact you via e-mail or phone. Your application may not be accepted if there is no response to e-mail or phone contact from the staff member.

5. Result of Application

- Result notification: Late in August 2020
- Result will be notified to your Student E-mail Address ([student no.]@st.kumamoto-u.ac.jp).

6. Tuition Fee after the Application

- [Students who have already paid the tuition fee of the first semester of 2020]
As a result, students who are exempted from the full or half amount of tuition will receive a refund of the exempted amount. A "Request for Tuition Refund Application" will be sent to you. Please submit the form to the Economical Support Team, Student Life Division, Student Affairs Department.
- [Students who have not paid the tuition fee of the first semester of 2020]
Students who have been exempted from half of the tuition fee, or who have been rejected, must pay the first semester's tuition fee in accordance with the notice of

results.

7. Emergency tuition fee exemption for students whose households were suddenly affected by the COVID-19 infection for the second semester 2020

- The tuition fee exemption for the second semester of the 2020 for students whose household finances were suddenly changed due to the direct or indirect effects of the COVID-19 infection has “not yet been decided”.
- When this is decided, we will announce it on the University website and on the web bulletin board.

8. Contact

- Economical Support Team, Student Life Division, Student Affairs Department, Kumamoto University
- Phone no.: 096-342-2126
- E-mail: gag-shogaku@jimu.kumamoto-u.ac.jp

[note] This e-mail address is not the place to submit the emergency tuition fee exemption application. Please see page 3 for the e-mail address to submit to.