

Guide of Tuition Fee Exemption Application: FY2021

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● Due to the global outbreak of COVID-19

- We accept to receive the applications by Postal mail. As we are currently unable to receive by face to face we used to do in general. Please contact the faculty counter or WEBSIE which you belong to and ask the instructions to apply.
- If you are a student whose financial situation has been negatively affected by the COVID-19. We may ask you the additional documents, other than basic documents.
- Please check the website for information on applying for tuition exemption due to sudden changes in household finances due to the influence of the COVID-19.

● Applicants for tuition exemption due to natural disasters are required to submit a disaster damage certificate.

● Students who are enrolled over the minimum study period, are not eligible to apply for tuition fee exemption. The application may be accepted for special reasons; illness, childbirth, exchange study abroad etc.

✂ You may be requested by us to be modify/update onto your copy. Please keep your all copies safe until the result is announced.

✂ We will inform you updates in respect with above, kindly keep check the website constantly to find out more yourself.

Please make sure that depending on the undergraduate department / graduate school and grade you belong to, the submission place and reception date will be different.

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I Notes on Tuition Fee Exemption Application

- The application for tuition fee exemption is available as Simultaneous Application, Spring Semester Application, and Fall Semester Application. Those who would like to apply for both the spring and fall semesters, please submit the Simultaneous Application once a year (in the spring semester application period). (Application must be made by the applicant themselves.)
- You are unable to apply if you are graduated, completed and to leave while the term (including absence term) even you are an eligible applicant. If you take a leave of absence or withdraw from the University before the application results are known, you will forfeit your application and must pay the tuition fee.
- During the review process, there may be instances in which documents are found to be insufficient, require further clarification, etc. and, as a result, you may be asked to submit additional documents or provide confirmation/certifications even after the period for submitting application documents has passed. So please reply promptly to any communication from the university staff. We will not be held responsible for any disadvantages applicants suffer due to failing to appropriately communicate with our staff. We will also not accept applications after the application period.
- Please note that if you do not submit missing or additional requested documents by the designated date, your application will be considered incomplete and therefore excluded.
- If forgery or any false statements are found in the submitted documents after the tuition fee exemption is approved, then this approval will be revoked and the applicant will be required to pay the tuition fee.
- Please be aware that application documents cannot be returned and used only for purposes of this apply.

II Eligibility for the Tuition Exemption Application

Undergraduate (year 2019 students or International students) or graduate students (except for auditing students, non-degree students etc.) who fall under any of the following are eligible.

- (1) Students who face difficulty in paying their tuition fee due to economic reasons (excluding loan repayment or other debt) and are recognized as having excellent academic achievements.
- (2) Students who face extreme difficulty in paying their tuition fee during the time periods designated below because their educational sponsor has died, or students who themselves and/or their educational sponsor have suffered from a natural disaster such as a storm or flood.

1) For new students starting in April	→From April 2020 - March 2021
2) For new students starting in October	→From October 2020 - September2021
3) For current students who have submitted a Simultaneous Application or Spring Semester Application	→From October 2020 - March 2021

4) For current students who have submitted a Fall Semester Application	→From April 2021 - September 2021
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(3) Circumstances similar to those indicated above and approved by the University president. (Note) Except under special circumstances, anyone with a small number of or no credits, repeating a year, or staying for longer than the standard program duration is not eligible to submit an application.

Read 【 Form 11 】 carefully, in case you have the special reason, you must submit additional documentations. Therefore, in that case, please contact with the staff in charge at your school / graduate school before submitting your applications.

III How to Obtain the Application Forms and Complete the Application Procedures

Procedure of obtaining application forms: Print out them from the Nagoya University website.

[<http://www.nagoya-u.ac.jp/>]

> Campus Life > Scholarships And Fee Exemption > Admission / Tuition Fee Exemption

Place: Undergraduate 1st and 2nd grade students (Spring semester):

→ Student Support Division, Education & International Affairs Department (Building 1st floor.)

Undergraduate 2nd grade students (Fall semester) or higher grade students or graduate students:

→ Tuition Fee Exemption Section at your school/ graduate school.

Deadline: Varies depending on each school/graduate school. Check the bulletin board or other calendar at your school/graduate school before preparing the application. (Spring Semester: February to March, Fall Semester: End of August to End of September.)

◆ If you cannot submit the application by the deadline cause of sickness or other circumstances, be sure to contact us before the application period to make the necessary arrangements. Note that we cannot accept applications after the designated application period.

◆ If your documents are incomplete by the time of the application period, bring the documents you have completed to the designated place of submission during acceptance hours to let us know.

◆ After submission, we may contact you if we have questions or require more information regarding your application. Please reply to our inquiries as soon as possible. If we do not receive a reply from you, we consider you to decline the application.

IV Things to Keep in Mind Before the Results are Announced

- Applicants for tuition exemption will be deferred from paying tuition until the application results are announced.
- Note that tuition fees once paid is non-refundable even if your application for the tuition fee exemption is approved. So, please be careful not to pay tuition fee until after the application results are announced.
- Your application will be considered withdrawn if you pay for the tuition fee before the results of the application are determined.

V Announcement of result

● Applicants must check for their application results on the bulletin board of their school/graduate school or the Nagoya University Portal website. Results will be posted in early August for the Spring Semester Application and in early December for the Fall Semester Application.

● For information on accessing the Nagoya University Portal web site, please refer to the university website.

※ We will not mail decision notifications to applicants.

● Not all applications for tuition fee exemption will be approved. Please note that in some cases, the results of the application may differ for spring and fall semesters.

● If you are not granted an exemption or are granted a half exemption, be sure to pay the tuition fee by the designated due date.

VI Applicants who Submitted the Simultaneous Application but Have Changes for the Fall semester

If anything has been changed in the content of your application occurs between the application for the spring semester (as of April 1st) and October 1st, be sure to submit the Fall Semester Change Application reflecting these changes for during the Fall Semester Application period. (e.g. changes in the commuting district, number of household members, family members receiving an education, or other significant changes such as the change of household income status at a reference date, etc.)

VII Handling of Personal Information

Personal information acquired at the time of application will be used for reviewing applications and related work, and will not be provided to outside parties without the consent of the applicant.

VIII Estimated maximum amount of income for Tuition Fee Exemption Application

In order to be granted the Tuition Fee Exemption Application, must fulfill both financial criteria and academic criteria. Among students who fulfill the Appraisal, Full Exemption is applied to only those in high financial difficulty, and Half Exemption is applied to those in less financial difficulty within the limits of the budget. Depending on the situation, some applications might not be accepted.

Estimated maximum amount of income for Tuition Fee Exemption Application

Undergraduate (Exemption Criteria)

	Salary income		Other income	
	Parents' house-NU	Other place-NU	Parents' house-NU	Other place-NU
2-person household	¥ 5.08 million	¥ 5.71 million	¥ 2.94 million	¥ 3.38 million
3-person household	¥ 5.65 million	¥ 6.28 million	¥ 3.34 million	¥ 3.78 million
4-person household	¥ 6.45 million	¥ 6.92 million	¥ 3.90 million	¥ 4.34 million

Master (Exemption Criteria)

	Salary income		Other income	
	Parents' house-NU	Other place-NU	Parents' house-NU	Other place-NU
1-person household	¥ 3.88 million	—	¥ 2.10 million	—
2-person household	¥ 5.42 million	¥ 6.05 million	¥ 3.18 million	¥ 3.62 million
3-person household	¥ 6.05 million	¥ 6.64 million	¥ 3.62 million	¥ 4.06 million
4-person household	¥ 6.78 million	¥ 7.22 million	¥ 4.20 million	¥ 4.64 million

Doctor (Exemption Criteria)

	Salary income		Other income	
	Parents' house-NU	Other place-NU	Parents' house-NU	Other place-NU
1-person household	¥ 4.91 million	—	¥ 2.82 million	—
2-person household	¥ 6.90 million	¥ 7.34 million	¥ 4.32 million	¥ 4.76 million
3-person household	¥ 7.53 million	¥ 7.97 million	¥ 4.95 million	¥ 5.39 million
4-person household	¥ 8.21 million	¥ 8.65 million	¥ 5.63 million	¥ 6.07 million

- ① This list is based on the assumption that a 1-person household is only the applicant, a 2-person household is the applicant and their spouse, a 3-person household is the applicant and parents, and a 4-person household is the applicant, parents, and a sibling who is a high school student living at home.
- ② Amount may change depending on household' situation and deductions. It is possible to receive the Tuition Fee Exemption Application even if your household income is higher than that on the list.
- ③ Here is a simplified version of the formula used to calculate Appraisal:

$$A(\text{Appraisal}) = B(\text{Income}) - C(\text{Exemptions and income deductions}) - D(\text{Basic deduction})$$
 - A. Appraisal: If it becomes negative amount, it comes under the financial criteria.
 - B. Income: Total of household income
 - Salary income: Payment amount on withholding slip
 - Other income: Income amount on income tax return
 - Others: Scholarships, Miscellaneous income, Incidental income, etc.
 - C. Exemptions and income deductions: Certain amount will be deducted in particular circumstances such as for single parent families, for families with tax student in education, etc.
 - D. Basic deduction: Certain amount will be deducted according to the position of the student (e.g. undergraduate, master, or doctor) and number of household members.