

10 October, 2024

Kanazawa University 2024

Application guidelines for the waiving of admission fees and tuition fees (second semester) (sudden change in household finances) [For those whose household finances were affected by large-scale disaster]

For students whose household finances have suddenly changed as a result of the direct or indirect effects of large-scale disaster such as the Noto heavy rainfall, admission fees and tuition fees (second semester) will be reduced or waived based on the circumstances of the disaster. Only students who enroll in October 2024 can apply for an **admission fee waiver**. Students applying should read the guidelines carefully and be sure to submit the required documents by the designated deadline. Please note that applications must be made every semester.

1. Large-scale disasters eligible for application

Large-scale disasters (severe disasters or similar) occurring on or after 1 October 2023.

*Excludes the Noto Peninsula Earthquake of 2024 (separately notified).

2. Eligible applicants

2-1. Students affected by the disaster (hereinafter referred to as “disaster victims”)

Among the victims of an eligible large-scale disaster, those who meet both conditions (1) and (2) below. **See 3-1 for application procedure.**

- (1) Persons who can prove through official certificates etc. that their livelihood maintainers were affected by a large-scale disaster eligible for application
- (2) Persons from households that have suffered severe damage that falls under any of the following categories:
 - ① **When the person who maintains livelihood dies or goes missing**
 - ② **If the house where the livelihood maintainer lives is “completely destroyed,” “largely partially destroyed,” “Medium-scale partially destroyed” or “half-destroyed.”**

*Self-supported individuals are only eligible if they own their own home.

***Students who have been enrolled beyond the period of completion of their studies can also apply.**

2-2. Students who do not meet the conditions in (2-1) above, but whose household finances suddenly changed due to the earthquake. (hereinafter referred to as “household emergency victims”)

Applicants must meet both conditions (1) and (2) below. **See 3-2 for application procedure.**

- (1) Households whose income has suddenly changed due to large-scale disaster eligible

for application

Example 1: When there is damage to the materials necessary for daily life or the basic means of production for obtaining living expenses (rice paddies, fields, stores, etc.).

Example 2: When the livelihood earner loses his or her job

Example 3: When the livelihood earner is unable to work for more than six months due to injury or illness

(2) Those whose income after the occurrence of a sudden change in household finances is within the standard range of the university's regular tuition waiver system.

3. How to apply

3-1. Disaster victims who fall under 2-1 above

(1) Application documents

① Application for admission fee/tuition fee waiver due to large-scale disaster (designated format)

Please download the form from the website below by yourself, print it out, fill it in and submit it.

http://www.kanazawa-u.ac.jp/wp/wp-content/uploads/2024/10/R6kouki_disaster_form_en.pdf

② Documents certifying death or missing person, disaster certificate (disaster victim certificate) (Both are acceptable in photocopies.)

If you are self-supported individual, please also attach a certificate of disaster proving that you own the house.

③ (Only for students admitted in October 2024) A stamped (110-yen) self-addressed envelope (No.3 Long).

→This is used to notify you of the results of the admission fee waiver application.

Please write the applicant's name and address (address where mail can be reliably received) on the front of the envelope).

(2) **Submission deadline:** 31 October 2024 (Thursday) (For postal applications, applications with postmarks up to this date)

(3) Submission method: Submit by post or at the Student Support Section

(4) **Where to submit: Student Support Section, Student Support Division, Educational and Student Affairs Department, Kanazawa University, Kakuma-machi, Kanazawa City, Ishikawa 920-1192**

*When sending by post, please write in red on the left side of the envelope the words "Application documents for tuition fees waiver included".

*Students at the Takaramachi and Tsuruma campuses can also apply by bringing their application to the Student Affairs Section of their department. However, applications by post must be addressed to the Student Support Section.

Note 1: **Undergraduate course students** can also apply for the new study support system, which combines the 'Japan Student Services Organization (JASSO) benefit type scholarship' and 'reduction or waiver of admission fees and tuition fees by the university'. **However, those who have spent more than three years between high school graduation and enrolment at the University and privately financed international students are not eligible.** Those who have already been certified as Category 1 do not need to apply, but those who are certified as Category II – IV may have their support category changed by applying under the "Sudden change in household finances" framework. **Please contact the Student Support Section, Student Support Division, to apply.** If students who have been adopted under the New Study Support system are also approved for waiver under our system, the result of the higher amount of waiver will be applied.

Note 2: If the house in which the livelihood supporter lives is **"Medium-scale partially destroyed"** or **"half destroyed,"** it is possible to apply for **the other waiver systems** (see *below) **in addition to this waiver system.** By applying for multiple applications, the waiver amount may be higher. If a waiver is approved under both systems, the result of the higher amount of waiver will be applied.

*You can apply for one of the following systems ① ~ ③ at the same time.

- ① For graduate school, Bekka, and Undergraduate students (those not eligible for the new study support system)
- ② For undergraduate courses (transitional measures) (for students in their sixth year who received tuition fee waiver under our university's unique system in 2019)
- ③ Sudden change in household finances due to COVID-19

Check the application guidelines (website below) for the requirements for each application and, if applicable, prepare the application documents and submit them by the submission deadlines above.

https://www.kanazawa-u.ac.jp/students/economic/tuition_waiver

3-2. Household emergency victims who fall under 2-2 above

I Undergraduate courses

There is a possibility of applying for **the New Study Support System (sudden change in family finances)**, which combines a benefit type scholarship from the Japan Student Services Organisation (JASSO) and a reduction or waiver of admission fees and tuition fees by the university, so please consult the **Student Support Section, Student Support Division.**

However, those who have spent more than three years between high school graduation and enrolment at the University and privately financed international students are not eligible.

II Undergraduate courses (not eligible for the new study system) Graduate school course/Bekka

(1) Application documents

Prepare documents in accordance with the application guidelines: "Kanazawa

University 2024 "Second Semester" Tuition Fee Waiver Application Guidelines" or "Kanazawa University 2024 "Second Semester" Tuition Fee Waiver (transitional measures) Application Guidelines". You cannot apply together with the tuition fee waiver for students whose household finances have suddenly changed due to Covid-19.

Website

For current students: https://www.kanazawa-u.ac.jp/students/economic/tuition_waiver/graduate_students

Transitional measures: https://www.kanazawa-u.ac.jp/students/economic/school_support/01-1-2

- ① A set of required documents as listed in the application guidelines above.
- ② Application for admission fee/tuition fee waiver due to large-scale disaster (designated format)
→Please download the form from the website below by yourself, print it out, fill it in and submit it.
http://www.kanazawa-u.ac.jp/wp/wp-content/uploads/2024/10/R6kouki_disaster_form_en.pdf
- ③ Documents certifying the income of the person with a sudden change in household finances for the last three months
 - Salary earner: Salary statement (copy) for the above period
 - Persons with income other than salary: Accounts showing sales and necessary expenses for the above period.
- ④ (Applicable persons only) In case of unemployment or closure of business as a result of this earthquake.
Submit the applicable documents from the following
 - Employment insurance employee release form (copy)
 - Employment insurance beneficiary certificate (copy)
 - Documentation showing the date of closure of the business, such as business closure notification (copy)
- ⑤ (Applicable persons only) In case of receiving medical treatment for an injury or illness caused by this large-scale disaster.

Doctor's certificate

(2) Submission deadline: 31 October 2024 (Thursday) (For postal applications, applications with postmarks up to this date)

(3) Submission method: Submit by post or at the Student Support Section

(4) Where to submit: Student Support Section, Student Support Division, Educational and Student Affairs Department, Kanazawa University, Kakuma-machi, Kanazawa City, Ishikawa 920-1192

*When sending by post, please write in red on the left side of the envelope the words "Application documents for tuition fees waiver included".

*Students at the Takaramachi and Tsuruma campuses can also apply by

bringing their application to the Student Affairs Section of their department. However, applications by post must be addressed to the Student Support Section.

4. Result notification

4-1. Admission fee waiver and deferral results

Results will be notified in mid-January 2025 (tentative) via the Acanthus portal.

- * Payment of the admission fee will be deferred until notification of the results of the waiver or deferral of the admission fee.
- * Students who are denied a waiver or deferral of payment of the admission fee and those who are granted half waivers (excluding those who have been awarded a half waiver and have subsequently applied for a deferral of payment) must pay the admission fee within 14 days from the date of notification of the denial of a waiver or deferral, or notification of the award of a half waiver.
- * Those who are not granted a waiver or who are granted a half waiver of the admission fee may apply for deferral of payment of the admission fee. Where deferral of admission free payment is granted, the deadline for deferral of payment shall be September 30 for students enrolling in April and March 31 for students enrolling in October (In both cases, if this day is a holiday or public holiday, until the weekday just before).
- * **Should students who are not granted an admission fee waiver or deferral of payment, or who have been granted a half-waiver or deferral of payment, not pay the admission fee that is due, their admission will be revoked and they shall be expelled.**

4-2. Tuition fee waiver results

Notification shall be made in mid-January 2025 (tentative) via the Acanthus portal.

- * Payment of tuition fees shall be deferred until notification of the results of tuition fee waiver applications.
- * If the application result is a half waiver or rejection, the amount to be paid and method of payment shall be included with the result notification.
- * **The final deadline for the payment of tuition fees shall be September 30 for the first semester and March 31 for the second semester (In both cases, if this day is a holiday or public holiday, until the weekday just before). Students who fail to make payments will be expelled.**
- * **Please note that the period between the notification of results and the payment deadline is shorter.**

5. Application notes

- (1) The Student Support Section will contact applicants by E-mail, message on the Acanthus Portal or phone in the event of an incomplete application. Applications may be invalidate if incomplete application documents are not corrected by the specified date.
- (2) Submitted documents will not be returned, lent, or reproduced in any form. Please

submit photocopies of all documents that are acceptable in photocopies; when submitting originals, please be sure to make a photocopy for your own records before submission.

- (3) Where an application is found to contain false information, any admission fee waiver or tuition fee waiver already granted shall be revoked (the regular admission and tuition fees must be paid in addition) and no further tuition fee waiver application will be accepted.
- (4) Students who have received disciplinary action in the six months prior or during the semester of application shall not be eligible to apply for a waiver. If the time of the disciplinary action is before the notification of the result of the application, the waiver application is invalidated; if it is after the notification of the result of the application, the permission for the waiver is cancelled (the regular tuition fees must be paid in addition).
- (5) Since we automatically transfer tuition fees from your bank account, you need to go through the account transfer procedure even if you apply for tuition fee waiver. We confirm that you have completed the account transfer procedure for tuition fees when examining your application for tuition fee waiver. Those who have not completed this procedure must obtain the procedure documents from the student affairs office of your department and complete it by the time you submit the application documents. If you cannot make an account transfer due to some circumstances, please inform to Student Support Section.

6. Handling of personal information

- (1) Personal information submitted in the application and personal information obtained by the University will be used for the purpose of screening admission fee and tuition fee waivers. In addition, the results of the selection process for admission and tuition fee waivers will be used for operations related to the collection of admission and tuition fees.
- (2) Personal information obtained in the course of (1) as well as the results of the admission and tuition fee waiver selection process may be used for operations relating to financial support for students. In addition, information may also be used in an anonymized form for the purposes of improving university education, student support and university administration (various statistical surveys and analyses, project planning etc.).
- (3) In conducting the operations in (1) and (2) above, some tasks may be outsourced to external companies. In such cases, a contract will be agreed between the University and the contracting entity to ensure the appropriate handling of personal information, whereupon some or all personal information shall be provided to that entity.

7. To Students and Parents

In principle, tuition waivers **should be applied for by students themselves** to encourage their independence. If anything is unclear in the screening process, we will ask the student himself / herself. **Please apply by the student himself / herself after fully understanding his / her family situation.**

In addition, in order to ensure equity and fairness, each deadline for applications will be

handled strictly. Therefore, **we will not accept applications after the application period has passed for reasons not attributable to the University**, such as "I did not know," "I did not notice the notification," or "I was busy.". We appreciate your understanding and cooperation. **However, if due to circumstances it is not possible to submit the application by the deadline, please contact us before the application deadline.**

(Contact)

Student Support Section, Student Support Division, Department of Study Affairs, Kanazawa University

(2nd floor of Administration Building, Kakuma Campus)

Mail: stsien@adm.kanazawa-u.ac.jp

(Please include your student ID and name in the text of the email.)