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Guide to Enrollment Fee Exemption and Deferment / Tuition Fee Exemption Applications

Student Support Division, Kyushu University

* Please read this carefully to ensure that no essential information is missing from the applications and that there are no errors in the submitted documents.

Also, international students who fall under the following conditions are not eligible to apply

- Those who have already paid the enrollment fee(tuition fee).
- Those who are being sponsored by their governments
- Those who have received scholarships including enrollment fee (tuition fee) from scholarship organizations.

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◎ Schedule of Enrollment fee / Tuition fee exemption WEB application

- Regarding application for exemption of enrollment fee and tuition fee, we applied for application by paper base in the past, but from 2017 fall semester, we change to WEB application system . The target is who enroll fall semester ,who want to apply from fall semester, and who change application from spring semester

(From 2017 spring semester, We carried out on a trial basis at some undergraduate and graduate schools.)

《 Future's schedule 》

- 2017 Around August : 2017 Enrollment in Oct/Fall Semester application/Application for change



- 2018 Around February : 2018 Enrollment in Apr/Spring Semester / Spring and Fall Semester application

- To apply for WEB, please goes from the following URL.

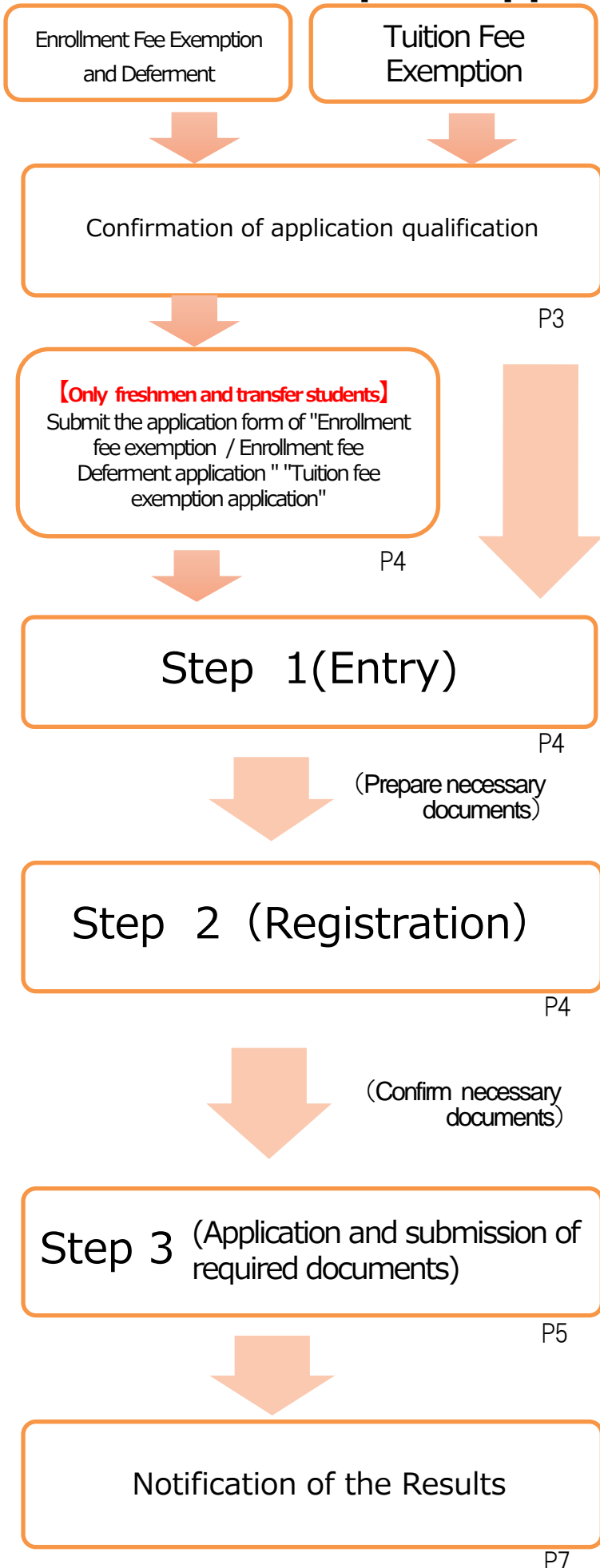
" Kyushu University Enrollment Fee Exemption and Deferment Application System/
Tuition Fee Exemption Application System "

URL: <https://gnk-webmenjo.jimu.kyushu-u.ac.jp>

[Privacy Policy]

The contents stated in the application form and the documents submitted will be used for exemption screening and economic support implemented by the university and will not be used for other purposes.

【Flow of exemption application by a WEB system】



Please make sure that you are eligible.
 ※Prior confirmation is necessary for special circumstances concerning undergraduate students' application for enrollment fee exemption and applications for overtime students.

Please submit it along with other admission procedures documents at the time of enrollment.
 ※If you do not do the STEp1-3 on the web even if you do this procedure, the application will be invalid.

We will make an entry in the WEB application system. The applicant's address, name, application period ("Spring Semester", "Spring and Fall Semester" and "Fall Semester"), reason for filing the application etc. are input. After input, "Exemption application preliminary check sheet" is output, please prepare the form and certification documents according to your application status in conjunction with this bookmark

In the WEB application system, we will enter about the family house (income) and the family situation etc based on the prepared form · certificate documents. Please refer to "Exemption Application System Operation Manual" for input method. Please print out "Application form" and "Required Documents List" after completing the input and check whether there are any incomplete necessary preparations.

* Please confirm the contents of application and necessary documents in each windows.

Please submit "Application Form", "Required Documents List", and "Form / Certificate Documents etc" to the designated window. We will inspect the documents submitted to the window in order. In that case, if there is any incompleteness, we will contact you so please respond promptly.

Result notification is done through "Student Portal System". Please check with yourself.

I . Information for Enrollment Fee Exemption and Deferment and Tuition Fee Exemption Applications

1. Enrollment Fee Exemption Program

(a) Incoming post-graduate students who cannot afford to pay the enrollment fee because of their economic circumstances and who are recognized by the university as exhibiting outstanding academic performance and (b) incoming undergraduate students under extenuating circumstances may apply for full or half exemption of the enrollment fee.

Eligibility for Applying for Enrollment Fee Exemption

【Incoming Undergraduate Students】

- Students confirmed to be economically challenged because of the death of the provider of the student's educational expenses or because of a natural calamity suffered by the student or the student's provider of educational expenses within one year of the Student's enrolment in the university.

【Incoming Graduate Students】

Incoming students who satisfy either of the following conditions:

- Students who cannot afford to pay the enrollment fee for economic reasons and who are recognized as exhibiting outstanding academic performance.
- Students who are confirmed to be economically challenged because of the death of the provider of the student's educational expenses or because of a natural calamity suffered by the student or the student's provider of educational expenses within one year of the student's enrolment in the university.

Remark) 'for newly-enrolled students, within one year of the enrollment' means the period of:

- Enrollment in Apr. 2017; 2016.4.1 to 2017.3.31
- Enrollment in Oct. 2017; 2016. 10.1 to 2017.9.30

2. Enrollment Fee Deferment Program

Incoming students who cannot afford to pay the enrollment fee by the deadline because of their economic circumstances and who are recognized by the university as exhibiting outstanding academic performance and incoming students under extenuating circumstances may apply for deferment of the enrollment fee.

Deferment of the enrollment fee is a postponement of the payment period and not an exemption of the enrollment fee and, therefore, the full amount of the enrollment fee must be paid.

Eligibility for Applying for Enrollment Fee Deferment

Incoming students who satisfy either of the following conditions:

- Students who cannot afford to pay the enrollment fee for economic reasons and who are recognized as exhibiting outstanding academic performance.
- Students confirmed to be economically challenged because of the death of the provider of the student's educational expenses or because of a natural calamity suffered by the student or the student's provider of educational expenses within one year of the Student's enrolment in the university.

3. Tuition Fee Exemption Program

Graduate students who cannot afford to pay the tuition fee because of their economic circumstances and who are recognized by the university as exhibiting outstanding academic performance may apply for half, full and quarter exemption of the tuition fee.

Eligibility for Applying for Tuition Fee Exemption

Students who satisfy either of the following conditions:

- Students who cannot afford to pay the tuition fee for economic reasons and who are recognized as exhibiting outstanding academic performance, or:
- Students who are confirmed to be economically challenged because of the death of the provider of the student's educational expenses or because of a natural calamity suffered by the student or the student's provider of educational expenses within six month of starting each semester.

(For newly-enrolled student, within one year of the student's enrolment in the university.)

Remark 1) • 'within six month of starting each semester' means the period of:

Spring semester; 2016.10.1 ~ 2017.3.31 Fall semester.; 2017.4.1 ~ 2017.9.30

• 'for newly-enrolled students, within one year of the enrollment' means the period of:

Enrollment in Apr.; 2016. 4.1 ~ 2017.3.31 Enrollment in Oct. ; 2016.10.1 ~ 2017.9.30

Remark 2) When an applicant is repeating a year, or one's registration is exceeding the standard course years without 'special reasons like sickness, or study abroad', one is not eligible for application. Even when an applicant has a 'special reason', an application can be acceptable generally within one year exceeding (Form 11-2 is required, handed out to chosen applicants only.)

II. Application process

* Please take the following steps to apply.

①Step 1(Entry) → ②Step 2(Registration) → ③Step 3(Application and submission of required documents)

* You are not able to proceed to 'Step 2(Registration)' if you didn't complete 'Step 1(Entry)'. In the same way, you are not able to proceed to Step 3(Application)', if you didn't complete 'Step 2 (Registration)'.

* **For specific methods of each application, please check "Exemption application system operation manual".**

①Step 1 (Entry)

Declare your intention of your application.

Complete "Step 1 (Entry)" via **Kyushu University Enrollment Fee Exemption and Deferment Application System/Tuition Fee Exemption Application System(Below, application system)**. SSO-KID * and password are required for application.

For new students, please submit the application form of "Enrollment fee exemption / Enrollment fee Deferment application " "Tuition fee exemption application" at the time of enrollment procedure, and apply for primary application by web after enrollment. If you do not apply on WEB, the application will be invalid. (Please confirm with the attached document at the time of enrollment for details)

※SSO - KID is the name of the system developed and operated by Kyushu University with the aim of improving support and services for students and teachers.

URL: <http://web.sso.kyushu-u.ac.jp/>

* Application period for tuition exemption

In tuition exemption application, you can select " Spring Semester Application" and " Spring and Fall Semester Application" at the time of the Spring Semester Application filing. If you wish to apply throughout the year, please select in principle " Spring and Fall Semester Application ". (In that case, application is unnecessary in Fall Semester, but application change is necessary if there is a change in application contents in Spring Semester and Fall Semester.)

If applicants are not going to apply for Fall Semester Application semester, please choose [Spring semester].

In Registration period for Fall semester, applicants are able to choose [Fall Semester] only.

Please note that the selection process will be conducted every semester, so the selection results for the previous term will not necessarily be applied in the second half as it is.

When Step1 is completed, please check the contents on the application confirmation sheet. The following procedure (Step2) will be displayed on the screen of the application system.

Please prepare the form and certificate documents etc. necessary for Step2 on the "Check List for Exemption" and the list on pages 6 and prepare at an early date.

* To the Step1 applicant, a mail to the effect that Step1 application acceptance is completed will be delivered to the e-mail address registered before the Step2 starts, please make a Step2 after checking. Those who did not receive mail cannot proceed to the Step2, so if you have not received the mail even though you made theStep1, you cannot apply the Step2, please contact the student Support Division(Ito).

②Step 2(Registration)

Log in to application system and input your family details and income information. Input all necessary information of each tab based on the certificates and forms. You are able to see the guideline for Step 3(application) procedure when you completed it. Please print out [Application form] and [List of required documents] from application system and be sure to undersign on [Application form]. In addition, please keep a copy of yourself by copying etc. for "required document list". (Required if there are missing documents at a later date)

Please refer to the "required document list" printed out and confirm what type of "form · certificate documents etc." to submit

* Please come and have it checked the contents of application form and necessary documents in each windows.

- * Input your information which is as of 1 April for spring semester and as of 1 October for fall semester.
- * Please enter '0' when the income is the undecided income.
- * For documents that cannot be prepared in time at the time of application registration, please indicate the possible date of submission in "Required document list" and submit it separately by that day. If there is no "application" submitted by Step3 deadline, the application will be canceled.

③ Step 3 (Application and submission of required documents)

Enclose [Application form], [List of required documents] and forms and certificates and submit it to the applicable office. Distribution and submission is as follows. Please visit the nearest office.

Hakozaki Campus	<ul style="list-style-type: none"> • Student Support Division (The 2nd floor in Administration Bureau II) ★ Submission reception only.
Hospital Campus	<ul style="list-style-type: none"> • Student Affairs Section for School of Medicine • Student Affairs Section for Department of Health Sciences • Student Affairs Section for Graduate School of Dental Science and School of Dentistry • Student Affairs Section for Graduate School of Pharmaceutical Sciences and
Ohashi Campus	<ul style="list-style-type: none"> • Administrative Office (Design) Student Affairs Section
Ito Campus	<ul style="list-style-type: none"> • Student Support Division (The 2nd floor in Center1)
	<ul style="list-style-type: none"> • Administrative Office (Engineering, Information Science and Electrical Engineering and Integrated Frontier Sciences) Student Support Section
	<ul style="list-style-type: none"> • Administrative Office (Engineering, Information Science and Electrical Engineering and Integrated Frontier Sciences) Student Affairs Section (Integrated Frontier Sciences)
Chikushi Campus	<ul style="list-style-type: none"> • Administrative Office (Chikushi Campus) Student Support Section

As a general rule, submitting will bring the window to the applicant himself (herself).

In case there are incompleteness in the submission, the Student Support Division (Ito) or each section will inquire.

* To the secondary and tertiary applicant, a mail indicating that the secondary and tertiary applications have been accepted will be delivered to the registered address.

Once the tertiary application is completed, you will become an exemption applicant and will be deferred the payment of the enrollment fee and tuition fee until the selection result is obtained.

(Application for exemption will not be completed by only primary and secondary applications)

However, even if the tertiary application is completed, exemption application will be canceled if there is no response to the correspondence to each person in charge concerning the submission of the missing documents, or if there is no contact or submission by the specified deadline date.

【Notes】 When it is necessary to record a change in your situation

• **If even one aspect of your living conditions** (such as your number of family members, your address, your expense and income situations) **changes between submission of your first application (as of April 1) and October 1.**

《In case of WEB application system》

• Please log in to application system again. Make necessary changes during 'Step1 (Entry)' period of fall semester. Then submit the application form and required documents containing the updated information during 'Step2 (Registration)' and 'Step3 (Application)' period.

• In these cases, you need to submit updated application form and only the documents containing changed information. If you do not have any documents to submit for the change, still you need to print out Application form and submit it during Step3 period.

《In case of paper base》

(In case of submitted application of full-year by paper base at the time of application for the spring semester)

Please fill out the contents of change in paper base application at each windows.

In addition, please inform the Student Support Division (ITO) in advance. (Except Chikushi, Engineering)

III. Forms / Certificates etc. ※“Forms” are available at Kyusyu University’s website.

If both you and a member of your family who resides with you are employed in Japan, have annual income of more than 1,040,000 Yen (including those who are selected or expected to be in a position of *JSPS Research fellowship for Young Scientists and JSPS Program for Leading Graduate Schools), and are able to obtain a certificate of income, then the same document forms used by Japanese students are required.

*JSPS: The Japan Society for the Promotion of Science

(1) Documents to be submitted by all applicants

Forms and Documents to submit	Notes
Application Form	Please print out from application System after completing ‘Step 2(Registration)’
List of Required Documents * Even if you are applying for both an enrollment fee exemption/ deferment and a tuition fee exemption, you need to submit only one.	Please print out from application System after completing ‘Step 2(Registration)’.

(2) To be submitted by applicants if applicable.

Category	Conditions	Certificates, etc.	Issued / Certified by
Salary income (Including part-time jobs)	Place of employment is unchanged from the previous year	• fiscal year 2016 withholding record (copy)	Place of employment,
	If changed / took on job on and after 2 Jan of the previous year	• Pay Certificate (including the estimated pay) [Form 2-1] or • Pay Certificate (including the estimated pay) [Form 2-2] Attach copies of salary payment statements for the last three months and the statement of the bonus	
Applicants living in a private apartment or in other similar accommodation in Japan (excluding Kyushu University dormitories and international houses)		• Rental agreement(copy) that written Contractor name, contract period, rent (monthly fee) , the residents name	real-estate company
		• A petition for a room sharing (if you share the room and share the rent)	You and your housemate
A grantee of Japan Society for the Promotion of Science Research Fellowship or expected to be granted		• Acceptance letter (copy), document which shows a status of the cost of research activity (copy), fiscal year 2016 withholding record (copy) ※ If reporting 30% of the grant-in-aid as expenses for research fulfillment, following notification to JSPS, input amount of the grant minus such expenses in Step 2. (e.g.: 2400→1680) • Budget report for financially independent person [Form7]	JSPS
A grantee of a leading program scholarship (2 nd year or later grantee only)		• Payment certificate • Budget report for financially independent person [Form7]	Departments
Student in the household in japan (excluding the applicant and elementary and middle school students)		• Certificate of enrollment[Form 5-1] • Certificate of enrollment (For vocational school students)[Form 5-2]. *Those who need these forms request and pick up after arrival in Japan.	The student’s school
Student who have repeated a year or exceeded the standard study term		• Statement of reasons for those who have repeated a year or exceeded the standard study term [Form 11-2]	Supervisor and Applicant

IV. Notes

- Applicants for enrollment fee exemption and deferment / tuition fee exemption are deferred from paying the enrollment fee and tuition fee until the results are announced.
- If a student pays the enrollment fee and tuition fee prior to receiving the approval for enrollment fee exemption and deferment and tuition fee exemption, no refunds will be made. Therefore, payment should not be made until the results are announced.
- If you pay the enrollment fee / tuition fee before the selection result is decided, the application qualification will be lost.
- If a student withdraws from the university after applying for enrollment fee exemption or deferment, the student must immediately pay the enrollment fee.
- If you have set a deadline for submitting additional documents, please strictly observe the deadline. Applications may be canceled if you do not observe deadlines.

v. Notification of the Results

(1) Date

« Enrollment fee exemption and deferment »

- April admission : The Notification will be given in mid-to-late June
- October admission : The Notification will be given In mid-to-late November

« Tuition fee exemption »

- The Spring Semester : The Notification will be given in mid-to-late July
- The Fall Semester : The Notification will be given In mid-to-late December

(2) Method

We will notify you by personal message to the student portal system. (It will not be done by post.)

(URL)

PC : <https://ku-portal.kyushu-u.ac.jp/campusweb/top.do>

Mobile : <https://ku-portal.kyushu-u.ac.jp/campusweb/sptop.do>

* The user ID and password of the student portal system are the same as SSO - KID.

If you do not know the user ID / password, want to change the password etc.

Please contact us by Kyushu University SSO portal.

(URL) <http://web.sso.kyushu-u.ac.jp/>

Procedure for Setting up the E-mail Delivery Service

E-mail delivery of your portal messages is possible. If you want to use this service, set up the function through the portal system.

We recommend you use the delivery service to prevent overlooking messages sent to your message board.

Please refer to the manual of the student portal system for details of setting procedures.

<http://www.kyushu-u.ac.jp/student/life/exempt.php>

《Payment of Enrollment Fee》

- Full exemption → No payment
- Half exemption → Payment within 20 days after the date of results
- Half exemption and deferment or deferment only → Students admitted in April must pay by the last day of September and students admitted in October must pay by the last day of February.
- If exemption and deferment are denied → Payment within 20 days after the date of results
- * Payment shall be made to the bank account as requested by the University. The account information will be described on the confirmation notice that will be sent to you.
- * Please attention to the bank holiday, if payment deadline is a holiday.
- * Delinquent charge when payment is overdue is 5% of the amount billed per year.

《Payment of Tuition fee 》

- Full exemption → No payment
- Payment of the tuition fee when half or quarter of the tuition fee is exempted, or when the application for exemption of the tuition fee is not approved:
The tuition fee for persons who are exempted from paying half of the fee, or those persons whose application is not approved, is drawn automatically from their bank account on the 27th of the month after the results of screening for exemption of tuition are announced.

◆ ◆ ◆ About inquiries ◆ ◆ ◆

If you have any questions, please contact us at the window (see P5)

Inquiries regarding exemption are made in the Student Support Division (Ito).The Student Support Division (Hakozaki) accepts only the application documents and does not respond to inquiries about contents, so please be careful.

You can submit at any window, but windows in charge will contact you for lack document etc.