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## Guide Book of Enrollment Fee Exemption/Deferment and Tuition Fee Exemption Applications

Career and Scholarship Support Division, Kyushu University

\* Those who wish to apply for an enrollment fee exemption/deferment and tuition fee exemption must apply during the procedure period after reading this guide book carefully and ensure that there are no inadequate/missing documents.

Also, following international students are not eligible to apply.

### **【Students who cannot apply for the enrollment fee exemption/deferment and tuition fee exemption】**

- Those who have already paid the enrollment fee (tuition fee)
- Those who work at a company, government office, school etc and have received enrollment fee(tuition fee) from their employers.
- Those who are being sponsored by their governments and have received scholarships including enrollment fee(tuition fee) from scholarship organizations.

### <<Table of contents >>

I . Information for Enrollment Fee Exemption/Deferment and Tuition Fee Exemption Applications : P3

II . Application Procedures : P4

III. Required Forms /Certificates etc. : P6

IV. Notes : P7

V. Notification of the Result : P7

### ◎ To those who wish to apply for exemption

Since there are some changes in the application procedure from this fiscal year, please read this guide carefully and apply.

### ◎ About WEB application

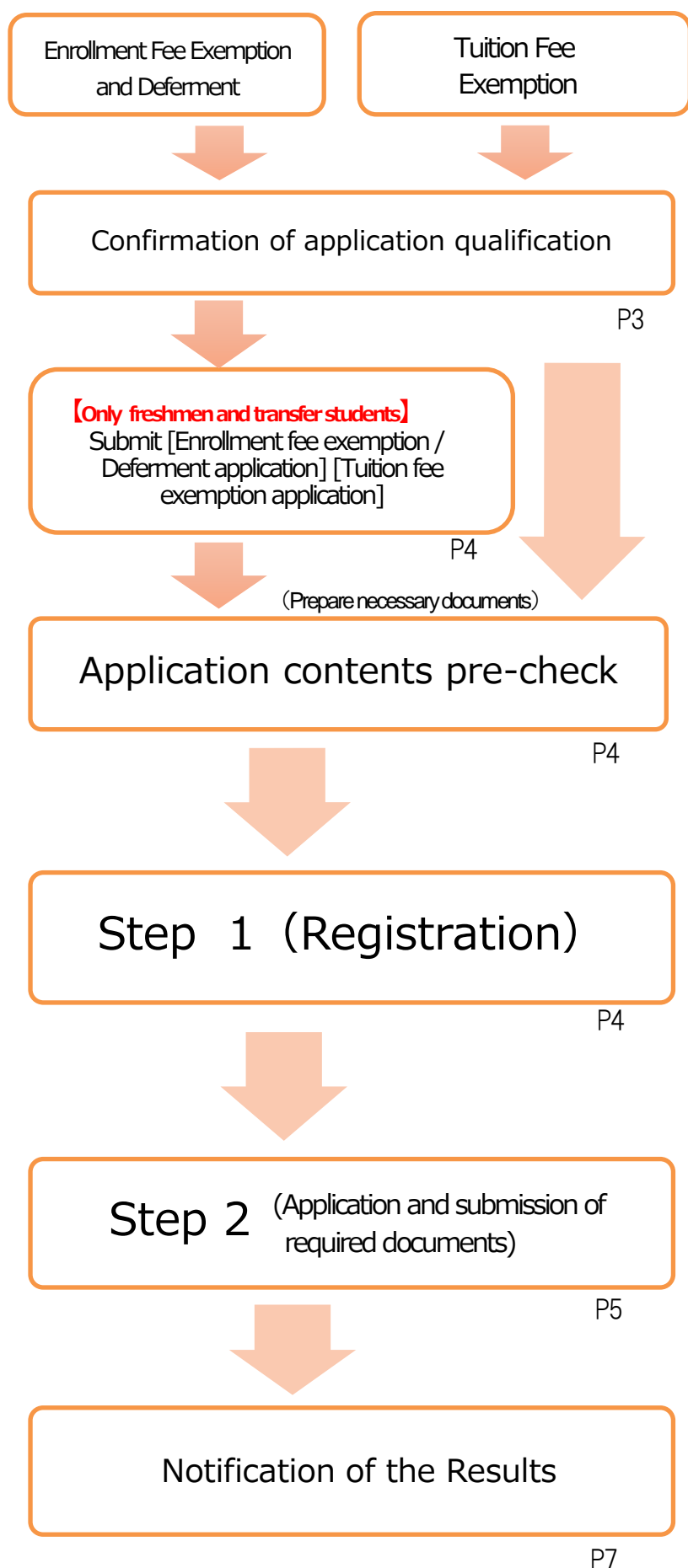
Regarding the application for enrollment fee exemption/deferment and tuition fee exemption, you used to apply by paper base in the past, but from 2018 we will start the WEB application system at all undergraduate and graduate schools.

For details of the WEB application system, please check "Exemption Application System Operation Manual".

#### [Privacy Policy]

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

# 【Flow of application】



Please make sure that you are eligible for the exemption application.

※Prior confirmation is necessary for following cases: undergraduate student's application for enrollment fee exemption and overtime student's application.

Please submit the application forms along with other admission procedures documents at the time of enrollment.

※The application will be invalid if you do not complete the Step1-2, even if you do this procedure.

In order to apply smoothly via WEB, we will check the application and necessary documents, so please bring them to the windows.

In the WEB application system, you will enter about the household economy (income) and the family situation etc based on the prepared form and certificate documents. Please refer to "Exemption Application System Operation Manual" for more details.

Please print out "Application form" and "Pledge" after completing the application. Make sure to check everything before you print out.

Please submit "Application Form", "Pledge", and "Form /Certificate Documents etc" to the designated window. We will check the documents submitted to the window. If there is any incompleteness, we will contact you, so please respond promptly.

We will inform the result through "Student Portal System". Please check the result online.

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

## 1. Enrollment Fee Exemption

### • Eligibility of Applying for Enrollment Fee Exemption

#### 【Incoming Undergraduate Students】

- Students confirmed to be economically challenged because the provider of the student's educational expenses passed away or the student /the provider experienced natural disaster within one year of the student's enrollment in the university.

#### 【Incoming Graduate Students】

Incoming graduate 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 an outstanding academic performer.
- Students confirmed to be economically challenged because the provider of the student's educational expenses passed away or the student /the provider experienced natural disaster within one year of the student's enrollment in the university.

Remark) “within one year of the student's enrollment” means the period of:

Enrollment in Apr.; 2017. 4.1 ~ 2018.3.31 Enrollment in Oct. ; 2017.10.1 ~ 2018.9.30

## 2. Enrollment Fee Deferment

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

### • Eligibility for Applying for Enrollment Fee Deferment

Incoming undergraduate/graduate 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 an outstanding academic performer.
- Students confirmed to be economically challenged because the provider of the student's educational expenses passed away or the student /the provider experienced natural disaster within one year of the student's enrollment in the university.

Remark) “within one year of the student's enrollment” means the period of:

Enrollment in Apr.; 2017. 4.1 ~ 2018.3.31 Enrollment in Oct. ; 2017.10.1 ~ 2018.9.30

## 3. Tuition Fee Exemption

### • 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 an outstanding academic performer
- Students who are confirmed to be economically challenged because the provider of the student's educational expenses passed away or the student /the provider experienced natural disaster within six months of starting each semester.

(For newly-enrolled student, within one year of the enrollment in the university)

Remark) • ‘within six months of starting each semester’ means the period of:

Spring semester; 2017.10.1~ 2018.3.31 Fall semester.; 2018.4.1 ~ 2018.9.30

- ‘for newly-enrolled students, within one year of the enrollment’ means the period of:

Enrollment in Apr ; 2017. 4.1 ~ 2018.3.31 Enrollment in Oct. ; 2017.10.1 ~ 2018.9.30

## 《Student who have repeated a year or exceeded the standard study term》

Those who have repeated a year or exceeded the standard study period without special reasons such as leave of absence, sickness, study abroad are not eligible to apply.

If you repeated a year or exceeded a standard study period and you wish to apply, please contact the windows before registering the application.

In order to prove reasons, you must submit [Statement of reasons for those who have repeated a year or exceeded the standard study term] (Form 11-2) and undergo the screening by your undergraduate/graduate school department. There is a case which you may not be qualified for exemption after the screening.

## II. Application procedures

\* Please take the following steps to apply.

- |   |
|---|
| ①Application contents pre-check→②Step 1[Registration] →<br>③Step 2 [Application and submission of required documents] |
|---|

\* For new students, please submit the application form of "Enrollment fee exemption/deferment application" and "Tuition fee exemption application" at the time of enrollment procedure, and apply for Step1 and Step2 application by web after enrolling in Kyushu University. If you do not apply correctly, the application will be invalid. (Please confirm with the attached document at the time of enrollment for more details.)

### ①Application contents pre-check

In order to apply smoothly via WEB, we will check the details of the application and necessary documents at the windows. You can obtain the pre-check form at the windows or on the website.

Also, please read this guide carefully in advance and prepare the necessary documents.

The pre-check period is different on each department, so please check the campus bulletin.

### ②Step 1(Registration)

Complete "Step 1 " 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.

Log in to the Application System and enter your family details and income information as of 1 April for spring semester and as of 1 October for fall semester. Enter all necessary information based on the certificates and forms. When you confirm the application content, please print out [Application form] and [Pledge] from the Application System and be sure to undersign on [Pledge].

When registration is confirmed in the Step1 application, an e-mail indicating completion of submission will be automatically sent to the registered e-mail address, please check the contents and go on to Step2.

For more details, please check "**Exemption application system operation manual**".

\*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◆

#### 《Spring semester》

In tuition exemption application, you can select either "Spring Semester Application" or "Spring and Fall Semester Application" at the time of the Spring Semester Application period. If you wish to apply throughout the year, please select "Spring and Fall Semester Application ". In that case, you do not have to apply in Fall Semester again. If your circumstances changed from the submission of Spring Semester, you must submit the document for the application change in Fall Semester.

If applicants are not going to apply for Fall Semester or those who start a doctoral course in October (e.g.: completing a master's degree in September and taking up a doctoral course from October), please choose [Spring semester].

#### 《Fall semester》

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

Please note that **the screening will be conducted every semester, so the selection results for the Spring semester will not be applied in Fall Semester.**

### ③ Step 2 (Application and submission of required documents)

Please print out "Application Form" and "Pledge". You also need to prepare "Necessary Forms and Documents". "Application Form" should be printed out in **A3 size of landscape orientation.** In principle, you must submit them to the following windows in your campus.

<b>Hakozaki Campus</b>	<ul style="list-style-type: none"> <li>• Student Support Division (The 2nd floor in Administration Bureau II)</li> <li>※ <b>The window will be changed from October due to the campus relocation.</b></li> </ul>
<b>Ropponmatu Campus</b>	<ul style="list-style-type: none"> <li>• Law School Office <b>*Only students of Law school can submit here</b></li> </ul>
<b>Hospital Campus</b>	<ul style="list-style-type: none"> <li>• Student Affairs Section for School of Medicine</li> <li>• Student Affairs Section for Department of Health Sciences</li> <li>• Student Affairs Section for Graduate School of Dental Science and School of Dentistry</li> <li>• Student Affairs Section for Graduate School of Pharmaceutical Sciences and School of Pharmaceutical Sciences</li> </ul>
<b>Ohashi Campus</b>	<ul style="list-style-type: none"> <li>• Administrative Office (Design) Student Affairs Section</li> </ul>
<b>Ito Campus</b>	<ul style="list-style-type: none"> <li>• Career and Scholarship Support Division (The 2nd floor in Center1)</li> </ul>
	<ul style="list-style-type: none"> <li>• Administrative Office (Engineering, Information Science and Electrical Engineering and Integrated Frontier Sciences) Student Support Section</li> </ul>
	<ul style="list-style-type: none"> <li>• Administrative Office (Engineering, Information Science and Electrical Engineering and Integrated Frontier Sciences) Student Affairs Section (Integrated Frontier Sciences)</li> </ul>
<b>Chikushi Campus</b>	<ul style="list-style-type: none"> <li>• Administrative Office (Chikushi Campus) Student Support Section</li> </ul>

In principle, **submit at the window by applicant yourself.**

If you cannot submit by yourself, please contact the window in advance. We will not receive them from a substitute person without your contact.

**Once the Step2 application is completed, you will be considered as an exemption applicant and the payment of the enrollment fee and tuition fee will be deferred until the screening result is announced.** (Application for exemption will not be completed by only Step1 applications)

However, even if the Step2 application is completed, exemption application may be canceled if there is no response to the division. We might contact you about missing documents etc. Please be sure to check your e-mail frequently.

#### **【Notes】 In case you applied for “Spring and Fall Semester Application” but your situation changed before Fall semester.**

**If your situation changed** (such as your family members, your address, your expense and income situations) **between submission of your first application (as of April 1) and October 1**, please log in and update through the Application System during ‘Step1 [Registration]’ period of fall semester.

You need to submit updated Application form, Pledge and the documents related to the changed information.

Even if you do not have any documents related to the changed information, you still need to print out Application form and Pledge to submit during ‘Step2’ period.

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

#### **[Notes]**

If either you or your family member(s) who resides with you is employed in Japan, has 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 is able to obtain a certificate of income, the same document forms as Japanese students are required.

\*JSPS: The Japan Society for the Promotion of Science

#### (1) Documents which must be submitted by all applicants

Forms and Documents to submit	Notes
<b>Application Form</b>	<b>Please print out these from Application System after completing ‘Step 1(Registration)’</b>
<b>Pledge</b>	
<b>Budget report [Form1]</b>	

#### (2) Documents which must be submitted by applicable applicants.

Category	Conditions	Certificates, etc.	Issued /Certified by
<b>If you have salary income</b> (Including part-time jobs )	Place of employment is unchanged from Jan. 1, 2017	• <b>2017 withholding record (copy)</b>	Place of employment
	Place of employment/ Form of employment was changed after Jan.2 in 2017	• <b>Annual income Certificate (including the estimated pay) [Form 2]</b> Attach copies of salary payment statements for the last three months and the statement of the bonus	
<b>If you are a grantee of Japan Society for the Promotion of Science Research Fellowship or expected to be granted</b>		• <b>Acceptance letter (copy), Document which shows a status of research activity (copy), 2017 withholding record (copy)</b>	JSPS
<b>If you are a grantee of a leading program scholarship (Excluding Future Asia Program)</b>		• <b>Payment certificate(copy) (Issued for 2nd year or later grantee only)</b>	Windows in your departments
<b>If you are living in a private apartment or in other similar accommodation in Japan</b> (excluding Kyushu University dormitories and international houses)		• <b>Rental agreement(copy)</b> that written Contractor name, contract period, rent (monthly fee) and the residents name	real-estate company
		• <b>A petition for a room sharing</b> (if you share the room and share the rent)(Form: free)	You and your housemate
<b>If you have any students in the household in japan</b> (excluding the applicant, elementary and middle school students)		• <b>Certificate of enrollment[Form 5-1]</b> • <b>Certificate of enrollment (For vocational school students) [Form 5-2].</b>	The student’s school
<b>If you are a student who has repeated a year or exceeded the standard study term</b>		• <b>Statement of reasons for those who have repeated a year or exceeded the standard study term [Form 11-2 ]</b>	The window or download from HP

\* You may be required to submit other documents if necessary.

## IV. Notes

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- Applicants for enrollment fee exemption/deferment and tuition fee exemption are deferred from paying the enrollment fee and tuition fee until the results are announced.
- If you pay the enrollment fee or tuition fee before receiving the approval for enrollment fee exemption/deferment and tuition fee exemption, you will be no longer qualified as an applicant. No refunds will be made. Therefore, payment should not be made until the results are announced.
- If a student withdraws from the university after applying for enrollment fee exemption/deferment, the student must immediately pay the enrollment fee.
- Please observe the deadline strictly for submitting additional documents etc.  
Applications will be canceled if you submit documents after deadlines.

## V. Notification of the Results

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### (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 in the student portal system\*.**  
**(It will not be done by postal mail.).**

**(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 or 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 forwarding Service**

E-mail forwarding Service is available in your portal messages. If you want to use this service, set up through the portal system. We recommend you to use this service to prevent missing messages.

The manual of the student portal system [for exemption] posted on the Kyushu University HP.

Please check the following URL for details of setting procedures.

<http://www.kyushu-u.ac.jp/ja/education/fees/exempt02/>

**«Payment of Enrollment Fee»**

- Full exemption → No payment
- Half exemption → Pay within 20 days after the date of results notification
- 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 → Pay within 20 days after the date of results notification
- \* Payment should be made to the bank account requested by the University. The account information will be described on the results notification.
- \* Please pay attention to the bank holiday, if payment deadline is a holiday.
- \* Delinquent charge costs 5% of the bill per year if payment will be overdue.

**«Payment of Tuition Fee »**

- Full exemption → No payment
- Half/ quarter exemption or exemption is denied →  
The tuition fee will be withdrawn automatically from bank account on the 27th of the month after the results are announced. Spring semester –July 27<sup>th</sup>, Fall semester–December 27<sup>th</sup>

◆ ◆ ◆ About inquiries ◆ ◆ ◆

If you have any questions, please contact the windows (see P5) at Career and Scholarship Support Division in Ito.

Student Support Division in Hakozaiki accepts the application documents but does not respond to inquiries.

In principle, submit the documents to the person/division in charge.

You can submit documents at other windows, but the person/division in charge will contact you for lacked document etc.