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

Career and Scholarship Support Division, Kyushu University

Regarding an enrollment fee exemption/deferment and tuition fee exemption, please read this guide book carefully. Applicants must apply in person during the procedure periods and ensure that there are no inadequate/missing documents.

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

If any of the following cases are applicable to you, you cannot apply for the enrollment fee exemption/deferment and tuition fee exemption.

- **Those who have already paid the enrollment/tuition fee.**
- **Those who work at a company, government office or school and others, and receive a subsidy from those organizations as the enrollment/tuition fee.**
- **Scholarship students or government-sponsored international students who receive the scholarship or a subsidy as the enrollment/tuition fee.**

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◎ 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. (Major change: Although submission of “Pledge” was required until last year, it is not required from 2019.)

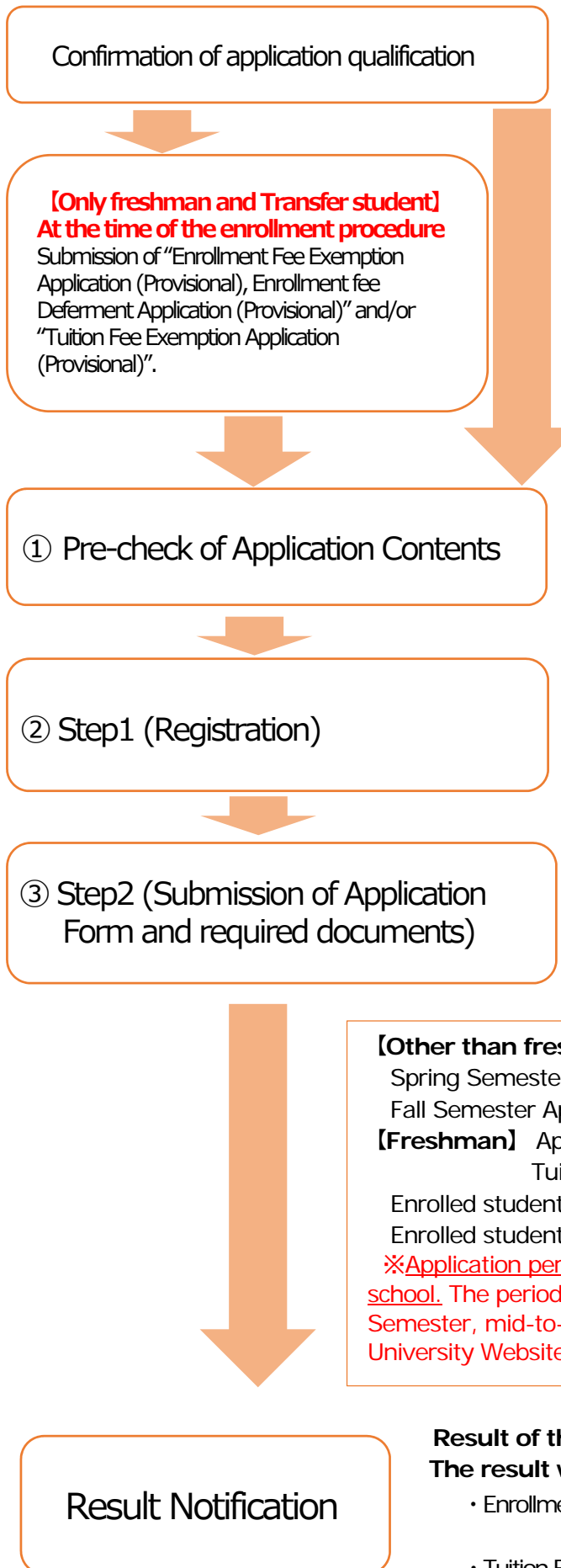
◎ About WEB application

For details of 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 exemption/deferment application】



※Please make sure that you are eligible for the application.
 If applicable to the following cases, please contact a designated counter (p.8) in advance.
 - Undergraduate applicants for the enrollment fee exemption.
 - Applicants with special reasons for extension beyond standard study term.

At the time of the enrollment procedure, please submit the provisional application forms with other procedure documents.
 ※If you do not complete Step1 and 2, your application will be canceled even if you submitted the forms.

To ensure the web registration (Step1) smoothly, we will check your application contents and required documents at a designated counter.

- Based on the required documents you prepared, please enter your information on Application System. For details, please refer to “Enrollment Fee Exemption and Deferment Application System/Tuition Fee Exemption Application System Operation Manual”.
- After entering all the information, please print out “Application Form”.
- Please submit “Application Form” and the required documents to the designated counter.
- If any incompleteness are pointed out after submission, please respond promptly.

【Other than freshman】 Application period of Tuition Fee Exemption (plan)
 Spring Semester Application: Middle of February to middle of March
 Fall Semester Application: Early August to middle of September
【Freshman】 Application period of Enrollment Fee Exemption/Deferment and Tuition Fee Exemption (plan)
 Enrolled students in April: Early April to late April
 Enrolled students in October: Early October to late October
 ※Application period depends on an application year and school/graduate school. The periods of Step1-2 will be informed mid-to late January for Spring Semester, mid-to-late July for Fall Semester on Student Portal System, Kyushu University Website and bulletin boards of each department.

Result of the application will be notified on Student Portal System. The result will not be sent to parents of applicants.

- Enrollment Fee...Enrolled students in April: Mid-to-late June
 Enrolled students in October: Mid-to-late November
- Tuition Fee... Spring Semester: Mid-to-late July
 Fall Semester: Mid-to-late December

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.

Note) "within one year of the student's enrollment": - For students enrolled in April: 2018 Apr.1 ~ 2019 Mar. 31
- For students enrolled in October: 2018 Oct.1 ~ 2019 Sept.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.

Note) "within one year of the student's enrollment": - For students enrolled in April: 2018 Apr.1 ~ 2019 Mar. 31
- For students enrolled in October: 2018 Oct.1 ~ 2019 Sept.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 student's enrollment in the university)

Note) • "within six months of starting each semester":

- For Applicants of Spring Semester Tuition Fee: 2018 Oct.1 ~ 2019 Mar. 31
- For Applicants of Fall Semester Tuition Fee: 2019 Apr.1 ~ 2019 Sept. 30

• "within one year of the student's enrollment":

- For students enrolled in April: 2018 Apr.1 ~ 2019 Mar. 31
- For students enrolled in October: 2018 Oct.1 ~ 2019 Sept.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 counters before registering the application.

In order to prove reasons, you must submit [Statement of Reasons for Extension beyond 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.

① **Application contents pre-check** → ② **Step1 [Registration]** →
③ **Step2 [Submission of Application and Required documents]**

* For new students, please submit the application form of "Enrollment fee exemption/deferment application (Provisional)" and "Tuition fee exemption application (Provisional)" at the time of enrollment procedure, and take procedures of Step1 and Step2 after enrolling in Kyushu University. If you do not apply correctly, the application will be invalid. (For more details of the provisional application forms, application period and designated counters, please refer to papers enclosed with the enrollment procedure documents.)

① Application contents pre-check

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

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

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

② Step1 (Registration)

Complete "Step1" 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 the application.

Log in to Application System and enter your family details and income information as of 1 April for the spring semester and as of 1 October for the fall semester. Enter all necessary information based on the certificates and forms. After checking the application content, please print out "Application form" from Application System.

When registration is confirmed in Step1, 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: <https://web.sso.kyushu-u.ac.jp/english/English.html>

◆ 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 Step2 (Submission of Application and Required documents)

Please submit "Application Form" printed out at Step1 with prepared "Forms and Certificates" to a designated counter during the application period.

- Please submit "Application Form" **in A3 size of landscape orientation**. As required, please make the enlarged copy.

- **In principle, applicants must submit** "Application Form" and the required documents **in person** to the counter. If it is impossible by any means, please contact the designated counter **in advance**. We will not receive the documents from a substitute person without your contact.

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

- We might contact you about missing documents or unclear points in your application. Since we will contact the applicant via phone or email, please check frequently your phone and email which you wrote in "Application Form". **If you do not respond to our contact or not submit the required documents by the deadline with no contact, your application will be canceled.**

【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 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 to submit during 'Step2' period.

III. Required Forms/Certificates ※“Forms” are available at Kyushu University’s website (<https://www.kyushu-u.ac.jp/en/education/fees/exempt02>).

[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
Application Form	Please print out from Application System after completing ‘Step1 (Registration)’.
Budget report [Form1]	—

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

Category	Conditions	Certificates, Forms	Issued /Certified by
If you have salary income (Including part-time jobs)	Place of employment is unchanged from Jan. 1, 2018	• 2018 withholding record (copy)	Place of employment
	Place of employment/ Form of employment was changed after Jan.2 in 2018	• Annual Income Certificate (including the estimated pay) [Form 2] Attach copies of salary payment statements for the last three months and the statement of the bonus	
If you are 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), 2018 withholding record (copy)	JSPS
If you are a grantee of a leading program scholarship		Not required (Administrative office will confirm your scholarship status.)	
If you are 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) and the residents name	Real-estate company
		• A statement for a room sharing (if you share the room and share the rent)(Form: free)	You and your housemate
If you have any students in the household in japan (excluding the applicant, elementary and middle school students)		• Certificate of enrollment[Form 5-1] • Certificate of enrollment (For vocational school students) [Form 5-2].	The student’s school
If you are a student who has repeated a year or exceeded the standard study term		• Statement of Reasons for Extension beyond Standard Study Term [Form 11-2]	You

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

IV. Notes

- Applicants for the 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. Applications will be canceled if you submit the documents after deadline.

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

The result will be notified to “Message For You” on Student Portal System*. (It won't be sent 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>

* User ID and password of Student Portal System are same as for SSO - KID. If you forgot or want to change user ID/password, please see the information on Single Sign-On Web Portal.

(URL) <https://web.sso.kyushu-u.ac.jp/english/English.html>

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.

<https://www.kyushu-u.ac.jp/en/education/fees/exempt02>

«Payment of Enrollment Fee»

- Full exemption → No payment
 - Half exemption → Pay within 20 days counting from 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 counting from 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 27th, Fall semester–December 27th.

VI. Counters of Submission and Contact

In principle, please submit the required documents to the designated counter of your school/graduate school. Although you may submit them to other counters, a person of the designated counter will contact you if there is any missing documents. If you have any questions, please contact the following counters.

School/Graduate School	Counter	Address
Ito Campus		
<ul style="list-style-type: none"> - First year undergraduate students in all schools/departments - Second year and above students in School of Interdisciplinary Science and Innovation, Science, Agriculture, 21st Century Program - Students in Graduate School of Science, Mathematics, Systems Life Science, Bioresource and Bioenvironmental Sciences - Second year and above students in School of Engineering (excluding Department of Architecture) - Students in Graduate School of Engineering, Information Science and Electrical Engineering, Integrated Frontier Sciences 	Students' Payment Exemption Section, Career and Scholarship Support Division, Student Affairs Department	744, Motooka, Nishi-ku, Fukuoka City 819-0395 (Center Zone 1, 2nd floor)
<ul style="list-style-type: none"> - Second year and above students in School of Engineering (excluding Department of Architecture) - Students in Graduate School of Engineering, Information Science and Electrical Engineering, Integrated Frontier Sciences 	Student Support Section, Administrative Office Student Affairs Division (Engineering, Information Science and Electrical Engineering and Integrated Frontier Sciences)	744, Motooka, Nishi-ku, Fukuoka City 819-0395 (West Zone 4, 2nd floor)
<ul style="list-style-type: none"> - Second year and above students in School of Letters, Education, Law, Economics, Engineering (Department of Architecture) - Students in Graduate School of Humanities, Human-Environment Studies, Law, Economics, Integrated Sciences for Global Society 	Student Support Section, Administrative Office Student Support Division (Humanities, Human-Environment Studies, Law, Economics and Integrated Science for Global Society)	744, Motooka, Nishi-ku, Fukuoka City 819-0395 (East Zone 1, 1st floor)
Ropponmatsu Campus		
<ul style="list-style-type: none"> - Students in Law School* 	Law School Office	4-2-1, Ropponmatsu, Chuo-ku, Fukuoka City 810-0044
Hospital Campus		
<ul style="list-style-type: none"> - Second year and above students in School of Medicine (Department of Medicine, Biomedical Science) 	Student Affairs Section for School of Medicine, Administrative Office Student Affairs Division (Medical Sciences, Dental Science and Pharmaceutical Sciences)	3-1-1, Maidashi, Higashi-ku, Fukuoka City 812-8582
<ul style="list-style-type: none"> - Second year and above students in School of Medicine (Department of Health Sciences) - Students in Graduate School of Health Sciences (Department of Health Sciences) 	Student Affairs Section for Department of Health Sciences, Administrative Office Student Affairs Division (Medical Sciences, Dental Science and Pharmaceutical Sciences)	
<ul style="list-style-type: none"> - Second year and above students in School of Dentistry - Students in Graduate School of Dental Science 	Student Affairs Section for Graduate School of Dental Science and School of Dentistry, Administrative Office Student Affairs Division (Medical Sciences, Dental Science and Pharmaceutical Sciences)	
<ul style="list-style-type: none"> - Second year and above students in School of Pharmaceutical Sciences - Students in Graduate School of Pharmaceutical Sciences 	Student Affairs Section for Graduate School of Pharmaceutical Sciences and School of Pharmaceutical Sciences, Administrative Office Student Affairs Division (Medical Sciences, Dental Science and Pharmaceutical Sciences)	
<ul style="list-style-type: none"> - Students in Graduate School of Medical Sciences (excluding Department of Health Sciences) 	Student Affairs Section for Graduate School of Medical Sciences, Administrative Office Student Affairs Division (Medical Sciences, Dental Science and Pharmaceutical Sciences)	
Ohashi Campus		
<ul style="list-style-type: none"> - Second year and above students in School of Design - Students in Graduate School of Design 	Student Support Section, Administrative Office Student Affairs Division (Design)	4-9-1, Shiobaru, Minami-ku, Fukuoka City 815-8540
Chikushi Campus		
<ul style="list-style-type: none"> - Students in Interdisciplinary Graduate School of Engineering Sciences 	Student Support Section, Administrative Office Student Affairs Division	6-1, Kasugakoen, Kasuga City 816-8580