Application Guidelines For The Special Tuition Waiver Program For Fall Semester 2020-2021 （For International students who are facing sudden financial difficulties due to the spread of the COVID-19)

We would like to inform you that we will accept applications for special tuition waiver （Fall Semester 2020-2021）for students who are facing sudden financial difficulties to pay their tuition fees due to the spread of the COVID-19.

Application Period： October 7, 2020 ～ October 30, 2020

◎Eligibility

Privately financed international students who work or whose family **work in Japan and pay tuition mainly based on their income in Japan** [1], and are **able to prove that their income has decreased more than half compared to that of last year** due to the COVID-19 pandemic.

◎Required Documents (Please print out single-sided on A4 paper.)

☐**Those who have applied for the tuition waiver for Spring Semester or Fall Semester 2020-2021.**

・Please additionally submit **①additional documents to prove your facing sudden financial difficulties**.

☐**Those who have not applied for the tuition waiver for 2020-2021.**

・Please submit '**①additional documents to prove your suddenly facing financial difficulties'** and '**②ordinary application documents**.'

① **Additional documents to prove your facing sudden financial difficulties**

All applicants must submit "document (1) and (2) ". About (3) and (4), please submit if you are applicable. The prescribed form can be downloaded from the link in the table below.

※If necessary, you may be requested to submit additional documents to prove the decrease in income individually.

Submission	Required documents
All applicants	(1)【Sudden change Form 2】Statement of the facing sudden financial difficulties（For International Students） Excel・ PDF
	(2)"**Tax exemption certificate or taxation certificate for FY2020"** of the applicant and each family members living in Japan.（Be sure to submit an original document which certified your 2019 income.）
If applicants loose an amount of part-time income 50% or more compared to last year（Full-time job, part-time job, TA, RA, etc.）	(3)Submit one of the following documents regarding the applicant and each family member living in Japan. ・Copy of the latest (after July 2020) payslips for 3 months ・【Sudden change Form 3】Certificate of expected annual income PDF
If applicants loose annual income from sources other than salary 50% or more compared to last year（Self-employed, etc.）	(4)Please email the Financial Support Section at gakusei.keizai@ynu.ac.jp for necessary documents individually.

[1] " work in Japan and pay tuition mainly based on their income in Japan " means that, in principle, "income earned by working in Japan" accounts for more than half of the total income in the economic living situation before the sudden change in household finances.

② **The ordinary application documents**

Please note that the application documents are different, depending on the year of enrollment. The application guidelines and application form can be downloaded from the links in the table below.

Student classification	Application documents for fall semester 2020-2021 [for privately financed international students]
・International students enrolled by March 2020	The application guidelines and application form for the tuition waiver program
・International students enrolled in or after April 2020	The application guidelines and application form for the tuition waiver program ※You can apply for a regular tuition waiver only if you are a "candidate for exemption", but you can apply for a tuition waiver even if you are not a "candidate for exemption" as long as you meet the requirements of this special exemption system.

◎Notes

Even if you meet the eligibility for this special exemption due to a sudden change in household finances, you will not necessarily be waived, as the assessment for this special exemption will be conducted under a limited budget as with the regular tuition waiver program. **Please be sure the amount of the tuition fee and payment deadlines in case the tuition exemption is not granted.**

◎How to apply

Please submit the application documents within the designated application period by mail or in Person.

※If there are any deficiencies in your application or missing documents, YNU will contact you by e-mail or telephone. Please note that if any of the required responses and documents are not submitted by the designated deadline, your application may be excluded from the screening process.

☐Application by Mail

Your application documents must be sent using a traceable delivery method (e.g. Letter Pack Light, Specific Record Mail, Simple Registered Mail, etc.).

Any applications that arrive after the application deadline, October 30, 2020, will not be accepted. Please write "Tuition waiver（Sudden change）" in red on the front of the envelope.

- **Deadline for application by mail：October 30, 2020**
- Delivery address: Financial Support Section, Student Support Division, Student Affairs Department, Yokohama National University
  79-8 Tokiwadai, Hodogaya-ku, Yokohama-shi, Kanagawa 240-8501

※Individual acknowledgement of receipt will not be sent from YNU. Please check the delivery status of the mailed documents on the " Track & Trace Service "by yourself.

☐Application in Person

- **Deadline for application in person：5:00 pm, October 30, 2020**
- Application section: Financial Support Section, Student Support Division
  （Counter No. 1 on the second floor of the Student Center）
- Application acceptance hours: 8:30 am to 12:45 pm and 1:45 pm to 5:00 pm, excluding Saturdays, Sundays, and national holidays.

※Make sure to submit the "Registration for Entering YNU Campus" before making the in-person application. You can also apply by proxy. In addition, application in person may be stopped if the situation changes.

【Registration for Entering YNU Campus】

https://forms.office.com/Pages/ResponsePage.aspx?id=N_KtkmBGSEmCcJ-q9lV0KSGz0myMmx1lreBl8zsTTotURjRKVTUyWkpTNk9IRldFMFRMVkczTDNNVy4u

◎Inquiries

Financial Support Section, Student Support Division
(Counter No. 1 on the second floor of the Student Center)

Address : 79-8 Tokiwadai, Hodogaya-ku, Yokohama-shi, Kanagawa 240-8501

T E L : 045-339-3113

E-MAIL : gakusei.keizai@ynu.ac.jp

U R L : http://www.gakuseisupport.ynu.ac.jp/

Business hours : 8:30 am to 12:45 pm and 1:45 pm to 5:00 pm
(excluding Saturdays, Sundays, and national holidays)