

2019年度 前後半期一括申請／後半期分
AY2019 Simultaneous Application for First and Second Semester Tuition Fee
Exemption / Application for Second Semester Tuition Fee Exemption
岡山大学 授業料免除申請要領(留学生用)
Okayama University Application Form for Tuition Fee Exemption
For International Students

***Applicants who have limited understanding of Japanese are strongly recommended to come to the office with a good Japanese speaker.**

つぎの1 **免除対象者**に該当すると認められる方に対しては、本人の申請に基づき選考の上、予算の範囲内で授業料の全額又は半額を免除する制度がありますので、希望者は次の要領により申請してください。

The university provides a system to grant, within the scope of the budget, full or half exemption from tuition fee payment to those who are subject to any of the conditions indicated below. Such exemption is granted on the basis of the application submitted by eligible entrants, subject to selection by the university.

この授業料免除申請要領では、4月から9月の期間を前半期 (First Semester)、10月から3月の期間を後半期 (Second Semester) と呼びます。

On this form, the meaning of "semester" is as follows:

First Semester: April to September.

Second Semester: October to March.

1 **免除対象者 Eligibility** 次のいずれかに該当する方を免除対象者とします。

※ 原則として、修業年限以内であること。また、同一年次に留まっている場合は申請できません。国費外国人留学生・政府派遣留学生・研究生・聴講生等は申請できません。また、授業料としての奨学金を受給することが決定している方も申請できません。

- (1) 経済的理由によって納入が困難であり、かつ学業優秀と認められる者
- (2) 授業料の各半期の開始前1年以内 (後半期分申請においては 2018年10月以降)において学生の学資を主として負担している者 (以下「学資負担者」という。)が死亡し、又は学生若しくは学資負担者が風水害等の災害を受け納入が著しく困難であると認められる者

Students eligible for a tuition fee exemption are those:

- (1) who have difficulty in paying the tuition fee due to financial reasons and whose academic achievement is recognized as excellent.
- (2) who have considerable difficulty in paying the tuition fee because the applicant's primary bearer of school expenses has died within one year before the due date of tuition fee payment, or because the applicant or his/her school-expenses bearer has suffered damage from wind, flood, or other natural disaster within one year before.

* In principle, students who have remained in the same grade are not eligible for tuition exemption. In addition, *Monbukagakusho* scholars, students supported by their government, research students, auditors and students who already have received or will receive scholarship for tuition fee cannot apply for tuition exemption.

2 **申請期間 Application period**

後半期分免除申請： 9月 (10月新入生・・・10月上旬) [前半期分免除申請： 3月]

日程の詳細については、掲示及びホームページにてお知らせします。

※ 申請期限は厳守とします。(学部生と大学院生では申請期間が異なります。)

※ 気象警報発令等により、授業が休講となった場合は、申請受付も休止します。

※前半期分授業料免除と後半期分授業料免除で、それぞれ別々に申請が必要ですが、一定条件を満たす申請者については、「前後半期一括申請」が可能です(次の3「前後半期一括申請」を参照してください)。

For the 2nd semester : Current Student : in September, Freshman : Beginning of October
[For the 1st semester : in March]

Please check the schedule of the application period posted on the bulletin board of the Academic Affairs Department, Student Support Division, each faculty (graduate course), or the Okayama University homepage.

*Applications submitted after posted deadlines will not be considered.

* Please note!

Undergraduate students and graduate students have a different application period.

* In the case of cancellation of classes due to a weather warning or other official emergency notice, the office in charge of application acceptance will also be closed.

*Applications for tuition fee exemption need to be made for each semester. If applicants satisfy the prescribed requirements, they can simultaneously apply for exemption from first and second semester tuition fees. (For details, refer to the section “3. Simultaneous application for first and second semester tuition fee exemption” below).

3 「前後半期一括申請」について

本年度から、一定条件を満たす申請者については、前半期分及び後半期分の授業料免除を一括して申請（以下、「前後半期一括申請」という。）ができるようになりました。

前後半期一括申請は、前半期の授業料免除等申請時に「前後半期一括申請」を選択した場合、後半期分についても免除等申請を受け付ける制度です。この場合、原則として後半期時点での申請は不要です。（但し、一括申請をしても、後半期分の申請期間（できる限り事前受付期間内）に追加提出が必要な書類があります。一括申請に必要な条件や追加提出が必要な書類の詳細は、この申請要領でよく確認をしてください。また、授業料免除の選考は前半期分、後半期分の各半期で行いますので、前半期分と後半期分で免除の結果が異なることがあります。）※10月入学の方は、前後半期一括申請の対象となりません。

3. Simultaneous application for first and second semester tuition fee exemption

The University starts a simultaneous application system for exemption from first and second semester tuition fees this year (hereinafter referred to as “the simultaneous application for first and second semester tuition fee exemption”), targeting applicants who satisfy the prescribed requirements.

Under this system, if eligible applicants choose “simultaneous application for first and second semester tuition fee exemption” at the time of application for first semester tuition fee exemption, their application for second semester tuition fee exemption will also be accepted simultaneously. If the simultaneous application is accepted, application during the second semester is not required, as a general rule. (However, even if the simultaneous application is accepted, submission of additional documents may be required in some cases during the application period for second semester tuition fee exemption (within pre-application period as much as possible). For details of the requirements for the simultaneous application and the additional documents to be submitted, please confirm this application guide. Also, successful applicants for tuition fee exemption are selected separately for each semester; your screening results may differ from the first semester to the second semester.)

* Students enrolling at the University in October are not eligible for simultaneous application for first and second tuition fee exemption.

【一括申請の条件】

申請は、前後半期ともに申請内容（家計状況・家族状況・就学状況等）に変更がない方のみが対象となり、以下①～④に該当する場合は、前後半期一括申請はできません。また、前半期の申請結果が「不許可」の場合は、一括申請の対象となりません。

- ①前半期と後半期で申請内容（家計状況・家族状況・就学状況等）が少しでも変わる見込みがある場合
- ②年度途中で卒業・修了予定の場合
- ③年度途中（後半期）から、初めて最短修業年限を超えて在学することとなる場合
- ④年度内に休学・退学を予定している場合

[Requirements for the simultaneous application]

Eligible applicants of the simultaneous application are those who are expected to have no change in their application documentation (such as their household’s financial status, their family status, their registration status and other relevant circumstances) between the first semester and the second semester. Students falling under any of the following items are not eligible for simultaneous application for first and second semester tuition fee exemption.

If your result for the first semester is “no exemption”, you are not eligible for simultaneous application.

- ① Students whose application documentation (such as their household’s financial status, their family status, their registration status and other relevant circumstances) may have a possibility of change

- (no matter how little) between the first semester and the second semester.
- ② Students who will graduate from a graduate course or a postgraduate course of the University
 - ③ Students whose registration at the University will exceed the minimum duration of study required for graduation during the academic year concerned (in the second semester)
 - ④ Students who intend to take a leave of absence or withdraw from the University during the academic year concerned

【一括申請者の追加提出必要書類（後半期分申請時）】

前後半期一括申請をしており、申請内容（家計状況・家族状況・就学状況等）に10月の時点で前半期分申請から変更(予定)がない場合は、前半期（一括）申請時に提出をした様式1-②「家庭状況調書」のコピーの署名欄に日付、学生番号、氏名をペンで記入したものを、後半期分免除結果送付用封筒（12月中旬に確実に受け取れる宛先を記入し、**84円**分の切手を貼付したもの）とともに、後半期分申請期間内に授業料免除担当窓口へ提出してください。【期限厳守で提出をしてください。】

※ 本人控用のコピーを必ず保管してください。

[Additional documents to be submitted for simultaneous application (at the time of application for second semester tuition fee exemption)]

If you have received notification of the acceptance of your simultaneous application mentioned in ① above, and if there is and will be no change in your application documentation (such as your household's financial status, your family status, your registration status and other relevant circumstances) from that as of application in the first semester, please submit a copy of the Report on Family Status (Form 1-②) that you submitted for first semester (simultaneous) application, filling your name, student number and date with a pen in a designated area of the copy, to the office in charge of tuition fee exemption during the application period for second semester tuition fee exemption, together with a return envelope (on which your residence address as of the middle of December is written and an **84-yen** postal stamp is pasted) to be used for notification of the screening results of successful applicants for second semester tuition fee exemption. (Please do not fill in the designated area of the original Form at the time of submission during the application period for first semester tuition fee exemption, and be sure to make a copy of the original Form before submission.) (The application deadline must be strictly observed.)

【前後半期一括申請上の注意事項】

① 申請内容（家計状況・家族状況・就学状況等）に変更が生じた場合は、後半期分申請受付開始までに「前後半期一括申請変更申立書」を提出のうえ、改めて後半期分の申請をする必要があります。変更が生じたにもかかわらず、後半期分の申請がなかったことが後日判明した場合は、一括申請は無効となり、後半期分の授業料免除を受けることはできません。免除決定後に、変更が生じていた場合の無申請が判明した場合も、免除許可取り消しとなります。

② 申請書記載事項に虚偽不正の事実がある場合は、「岡山大学授業料免除及び徴収猶予等取扱規程」第14条により、その許可を取り消します。

③ 前後半期一括申請が認められた場合でも、選考は半期ごとに行ないます。前後半期一括で免除が認められるわけではないので、注意願います。

※ 不利益を被ることのないよう、十分確認をしたうえで申請手続きをしてください。

※ 後半期分授業料免除申請の要否については、12頁のフロー図「2019年度後半期分授業料免除申請の要否について」で確認をしてください。「前後半期一括申請変更申立書」は学生支援課授業料免除担当窓口でお渡しします。

[Matters to note concerning simultaneous application for first and second semester tuition fee exemption]

- ① If any change has occurred in your application documentation (such as your household's financial status, your family status, your registration status, or other relevant circumstances), you are required to apply again for second semester tuition fee exemption by submitting a Statement to Notify of Changes in Documentation of Simultaneous Application for First and Second Semester Tuition Fee Exemption by the starting date of acceptance of application for second semester tuition fee exemption. If it has been found that you did not complete the required application procedures in spite of the occurrence of a change in your application documentation, your simultaneous application shall be regarded as invalid and you will not be able to receive approval of exemption from second semester tuition fees. Even after you have received approval for second semester tuition fee exemption, if it is found that you have failed to complete the required application procedures, the approval concerned shall be also canceled.

② In the case of false or dishonest information in your application documents, the approval of tuition fee exemption shall be canceled in accordance with Article 14 of Okayama University Regulations for Exemption for and Deferment from the Payment of Tuition Fee.

③ Even if your simultaneous application for first and second semester tuition fee exemption has been accepted, successful applicants are selected for each semester. Please note that the simultaneous application system does not intend to simultaneously approve exemption from both first and second semester tuition fees.

* To avoid facing any disadvantages later on, be sure to fully confirm and understand the details above before completing the simultaneous application procedures.

* **Referring to the flow chart “AY2019 Necessity of Application for Second Semester Tuition Fee Exemption” provided on page 12, please confirm whether or not you are required to make an application for exemption from second semester tuition fees.** Statement to Notify of Changes in Documentation of Simultaneous Application for First and Second Semester Tuition Fee Exemption forms are distributed by the section in charge of tuition fee exemption of the Student Support Division of the Academic Affairs Department.

4 提出先 Document submission to :

所属学部等 Faculty or Graduate School	担当 Office responsible
文学部, 教育学部, 法学部, 経済学部, 理学部, 薬学部, 工学部, 環境理工学部, 農学部, マッチングプログラムコース, グローバル・ディスカ バリー・プログラム, 教育学研究科, 社会文化科学研 究科, 自然科学研究科, 医歯薬学総合研究科(薬学 系), 環境生命科学研究科, ヘルスシステム統合科学 研究科, 法務研究科 Faculty of Letters, Education, Law, Economics, Science, Pharmaceutical Sciences, Engineering, Environmental Science and Technology, Agriculture, Matching Program Course, DISCOVERY Program for Global Learners Graduate School of Education, Humanities and Social Sciences, Natural Science and Technology, Graduate School of Medicine, Dentistry and Pharmaceutical Sciences (Pharmaceutical Sciences), Environmental and Life Science, Graduate School of Interdisciplinary Science and Engineering in Health Systems, School of Law	学務部学生支援課 (一般教育棟A棟2階) Academic Affairs Department Student Support Division (Ippankyouiku-Tou Wing-A) TEL 086-251-7211 ※受付場所は, 受付日程の掲示を確認してください。
医学部医学科 Faculty of Medicine, Medical School	医歯薬学総合研究科等学務課教務グループ医学科担当 The Office in charge of the Medicine Department, the Academic Affairs Group, the School Affairs Section, Graduate School of Medicine, Dentistry, and Pharmaceutical Sciences TEL 086-235-7020
医学部保健学科, 保健学研究科 Faculty of Health Sciences, Medical School Graduate School of Health Sciences	医歯薬学総合研究科等学務課教務グループ保健学科・保健学研究 科担当 The Office in charge of the Health Sciences Department/the Graduate School of Health Science, the Academic Affairs Group, the School Affairs Section, Graduate School of Medicine, Dentistry, and Pharmaceutical Sciences TEL 086-235-7984
医歯薬学総合研究科 博士課程(医学系)及び修士課程(医学系・歯学系) Graduate School of Medicine, Dentistry and Pharmaceutical Sciences (Doctor's course(Medical course)), (Master's course)	医歯薬学総合研究科等学務課教務グループ大学院担当 The Office in charge of the Graduate Schools, the Academic Affairs Group, the School Affairs Section, Graduate School of Medicine, Dentistry, and Pharmaceutical Sciences TEL 086-235-7986

歯学部, 医歯薬学総合研究科 博士課程 (歯学系) Dental School Graduate School of Medicine, Dentistry and Pharmaceutical Sciences (Doctor's course (Dental course))	医歯薬学総合研究科等学務課教務グループ歯学部担当 The Office in charge of the Dental School, the Academic Affairs Group, the School Affairs Section, Graduate School of Medicine, Dentistry, and Pharmaceutical Sciences TEL 086-235-6627
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5 提出方法 How to submit the documents

原則として、申請する学生本人が担当窓口まで直接持参してください。(学生証の提示が必要です)

※ 指定された提出期間に持参できない場合は、事前に持参してください。特に申請期間中に岡山を離れるような場合は、日数に余裕をもって持参してください。(後日、追加書類の提出をお願いすることがあります。)

Applicants have to submit the documents in person to the office. (Please bring your student ID card).

* If applicants cannot submit the documents within the required period, applicants have to submit the documents before the required period. Please note that in the case where the applicants will not be in Okayama during the application period, the applicants have to come to the office to submit the documents well in advance. Additional documents may be needed later.

※ 日本語での会話が困難な人は、日本語を話せる人と一緒に来てください。

***Applicants who have limited understanding of Japanese are strongly recommended to come to the office with a good Japanese speaker.**

6 申請結果の決定の時期 Scheduled date for the decision of the application results

後半期分授業料免除申請：12月中旬(予定) [前半期分授業料免除申請:7月中旬(予定)]

Second semester: Mid-December (scheduled) [First semester: Mid-July (scheduled)]

免除申請の結果が決定するまでは、授業料の納入は猶与されます。

免除申請結果の通知は、郵送により申請者本人あてに送付します。

半額免除及び不許可の場合は、該当の授業料を指定された期限までに納入してください。

Applicants for a tuition fee exemption are granted a grace period for their tuition fee payment until they receive notification of approval or rejection of their application for the tuition fee exemption.

The notification of the results of the application for the tuition fee exemption is sent by mail to the applicant. Applicants, other than those who are fully exempted from tuition payment, must pay the designated tuition fee within the required period.

7 提出書類 Documents to submit

※ 提出された申請書類は、貸出・閲覧等できませんので、申請前に必ずコピーを取っておいてください。

Once the documents are submitted, they cannot be lent, returned for examination, or checked; applicants should make copies of all documents before submitting them.

	提出書類 Document to submit	留意事項 Note
1	授業料免除申請書(様式 留1-①) Application for Tuition Fee Exemption (Form R1-①)	記入要領を参照し、後半期分授業料免除申請では10月現在の状況について、申請者本人が記入してください。 ※ 記入漏れが無いことをよく確認してください。
2	家庭状況調書(様式 留1-②) Report on Family Status (Form R1-②)	Shall be filled in by the applicant himself/herself, in accordance with the entry guidelines as of October for the 2nd semester. *Please make sure to fill in the form correctly and completely.
3	収入状況等申告書(様式 留2) Statement of Income Status, etc. (Form R2)	奨学金受給を証明するもの及びアルバイトの証明書をあわせて提出してください。 ※ 記入漏れが無いことをよく確認してください。 Shall be submitted together with certificates regarding scholarship payment and part-time jobs. *Please make sure to fill in the form correctly and completely.

4	<p>事情聴取調書 (様式 留3) Hearing Report on the Situation of the Applicant (Form R3)</p>	<p>収入状況に記入したものについては、証明書等をあわせて提出してください。 For each specified item concerning income status, submit a relevant certificate, etc.</p>
5	<p>収入等に関する書類 Documents related to income.</p>	<p>5~6ページの書類で該当する必要書類を提出してください。 If you meet the conditions listed on pages 5-6, submit all relevant documents.</p>
6	<p>申請内容確認用紙 (様式 留99) Self-check sheet before submission (Form R99)</p>	<p>申請書類を提出する前に、再度書類を確認してください。 Confirm the documents before submission.</p>
7	<p>在留カード (両面の写) 【世帯全員分】 Residence Card(copies of both sides) or Certificate of Alien Registration(copies of both sides) [of all members of the household]</p>	<p>世帯全員分を両面コピーして提出してください。 Photocopy both sides of the certificates of all members of the household.</p>
8	<p>健康保険証 (写) 【世帯全員分】 Health insurance card (copy) [of all members of the household]</p>	<p>世帯全員分をコピーして提出してください。 Photocopy the cards of all members of the household.</p>
9	<p>84円分の切手 84-yen stamp</p>	<p>受付時に専用の封筒をお渡ししますので、持参した84円分の切手を貼り、本人氏名・学生番号と決定時期に届く住所を記入し、他の申請書類と一緒に提出してください。 学内研究室を宛先とする場合は、必ず、学部・研究科名、講座・研究室(研究所・センター)名、指導教員氏名、申請者氏名を記入してください。(切手の貼付は不要です。) When you submit the application, you can get the envelope from office responsible. Affix an 84-yen stamp, write the applicant's name and the address valid at the time of receiving the result, and submit it together with the application documents. <u>If you would like to have your screening results sent to your affiliation within the University, be sure to write your (the applicant's) name and the name of your faculty/graduate school, course/laboratory (research institute or center) and academic advisor on the return envelope (no postal stamp required).</u></p>
10	<p>所得・課税証明書 【世帯全員分】 2019年度(2018年分)のもの Income certificate for 2017 (fiscal year 2018)issued by a municipal (city/ward/town/village) government [Certificate of all members of the household.]</p>	<p>2019年度(2018年分) 所得・課税証明書は、2019年5月~6月上旬に、各市区町村役場で発行されます。 <u>※後半期分免除申請では、申請書類と一緒に提出してください。</u> Issuance of income certificates for 2018 (fiscal year 2019) will commence at each municipal office in May, or at least by early June 2019. ※Second semester: Submit the income certificate together with other application documents.</p>

【重要】 [Note]

- ・提出のない場合は、書類不備として選考から除外します。
 - ・未就学者及び就学者の子（高校生以下）については不要。
 - ・所得のない方についても提出が必要。（主婦・家事手伝い及び高齢者等）
「0円」又は「課税台帳に記載なし」等の証明が必要です。
- If this document is not submitted, your application is excluded from the selection process due to insufficiency of documentation.
- This certificate is not required for preschool children and “Students” (up to high school, inclusive).
- An income certificate is also required regarding family members without income (housewife, elderly, etc.), with a statement to the effect that the income is “zero yen,” that “there is no entry on the tax roll,” etc.

【要確認】所得・課税証明書提出時の注意事項【必ず、以下の内容を確認し、必要な対応後に提出をしてください。】

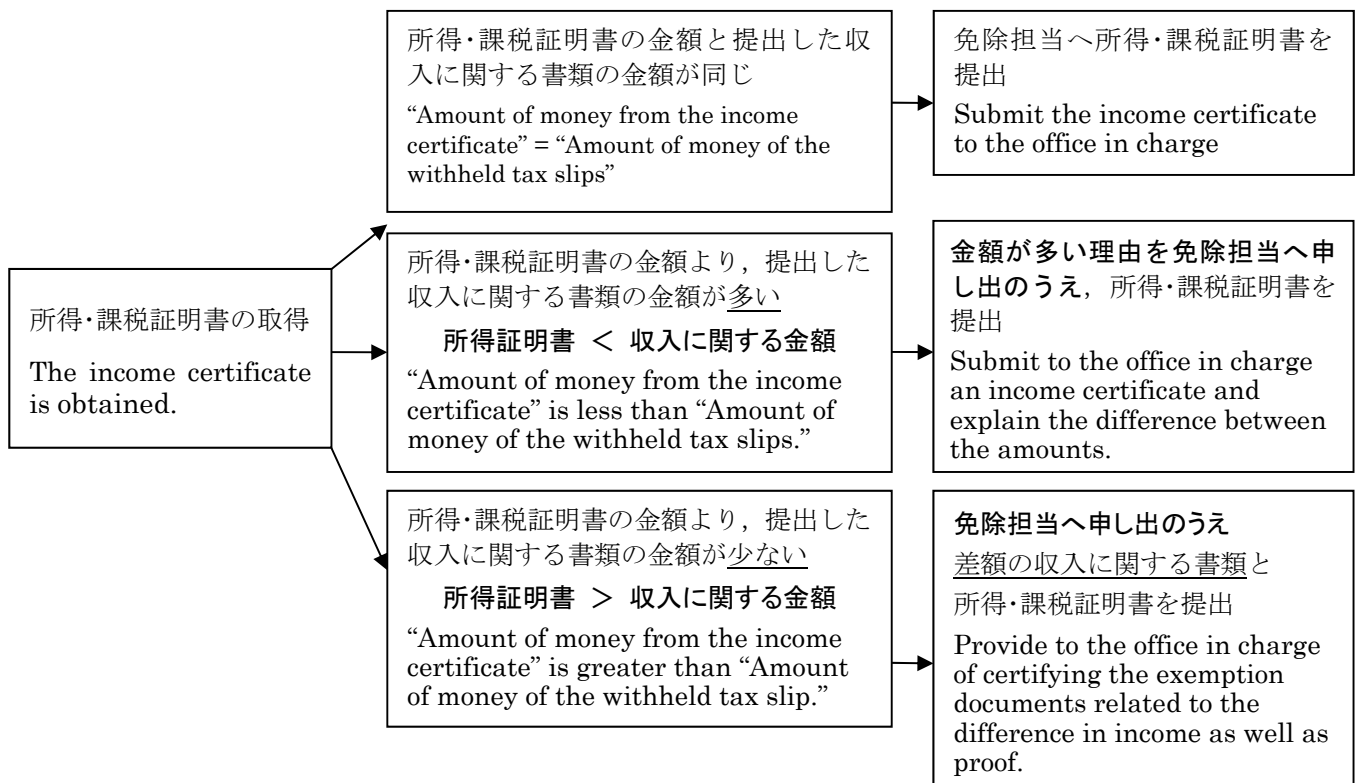
2019年度(2018年分)所得・課税証明書の金額は、2018年分源泉徴収票、給与等支払証明書、確定申告書等の金額と基本的には一致します。

[Attention] About income certificate for the fiscal year 2018 [Before submission, confirm the notes below to ensure that all the necessary documents are fully prepared.]

The amount of money for the income certificate of the fiscal year 2018 is basically corresponding to the amounts recorded on the withheld tax slip, the salary payment certificate, and the final tax returns book of 2017, etc...

2019年度(2018年分)所得・課税証明書を提出する際には、所得・課税証明書の金額と収入に関する書類（源泉徴収票等）の金額に違いがないか確認して提出してください。

Applicants have to submit their income certificate of fiscal year 2018 after checking their listed income is equal to the withheld tax slips submitted before.



■収入等に関する書類 Documents concerned with the income.

下記の該当する区分について、○のついた書類をすべて提出してください。

If any of the following conditions apply to you, submit all relevant documents marked with “○.”

区 分 Condition	必 要 書 類 Required document	発行機関等 Issuing organization, etc.
<p>本人と配偶者の アルバイト 及び 定職 (短期・一時的なものもすべて) The applicant and/or his/her spouse have Part-time / Regular jobs. [Required for all part-time jobs, including any done for a short period of time or occasionally]</p>	<p>■2018年1月～12月のアルバイト・定職に関する ○2018年分の源泉徴収票(写) 又は 給与等支払証明書(様式留4) ※ 源泉徴収票は様式(別紙)に貼り付けて提出してください。 ※ 岡山大学でのTA・RAについても必要です。 About part-time / regular jobs from January to December in 2018 ○ Withheld tax slip (源泉徴収票 <i>gensenchoshu-hyo</i>) for 2018(copy), or Certificate of Salary Payment. (Form R4) * The withheld tax slip should be pasted in the annex. * Also required for Teaching Assistants (TA) or Research Assistants (RA) in Okayama University. ■申請時現在(後半期分申請では10月中)に雇用されているアルバイト・定職に関する ○給与等支給(見込)証明書(様式留5) About part-time / Regular jobs the applicant (spouse) has at the time of application as of October for the 2nd semester. ○ Certificate of (Expected) Salary Payment (Form R5) ■2019年度に岡山大学でTA・RAをしている人は、8 注意事項 (4)の書類を提出してください。 Applicants who work as TA or RA in year 2019, refer to page 11(note 8(4)).</p>	<p>勤務先 Employer</p>
<p>奨学金受給者 (本人及び配偶者が、 2018年度及び2019年度に 受給している場合) Scholarship recipient (In case of yourself and spouse receive scholarship in 2018 or 2019)</p>	<p>○奨学生証等受給のわかるもの 【岡山大学で応募した奨学金についても、奨学金の受給内容のわかるものを提出し、収入状況等申告書(様式留2)に記入してください】 ○ Certificate of scholarship recipient or other document indicating scholarship payment [Necessary for scholarships applied for at Okayama University. In any case, fill out Statement of Income Status, etc. (form R2) about status of scholarship.]</p>	<p>奨学団体 Scholarship organization</p>
<p>高校生以上の就学者 “Student” in high school or in higher education</p>	<p>○在学証明書 又は 生徒証(写) ※申請者本人のものは不要 ○Certificate of enrollment at the school, or student ID card (copy) (*Except for the applicant)</p>	<p>在 学 校 The school at which the Student is enrolled</p>
<p>本人の被災 (2018年10月以降の被災) The applicant is a disaster victim. (one year before the due date of tuition fee payment)</p>	<p>○罹災証明書(被災内容が記載されたもの) ○修理費等の領収書(写) ※「平成30年7月豪雨」、「北海道胆振東部地震」により本人が被災した場合は、9注意事項(5)「平成30年7月豪雨」、「北海道胆振東部地震」により家計支持者が被災した場合についてをご覧ください。 * If the applicant student is a victim of the disasters caused by torrential rains in July 2018 or the Hokkaido Eastern Iburi Earthquake in September 2018, refer to (5) Special deduction for victim students of</p>	<p>消防署 建築業者等 Fire department, home builder, etc.</p>

	<p>the 8. <u>Note</u> section.</p> <ul style="list-style-type: none"> ○ Certificate of disaster damage (indicating the amount of damage) ○ Receipt of repair expenses, etc. (copy) 	
<p>特別な事情による 修業年限超過者等</p> <p>Applicant who stays at the university, due to a special reason, for a period exceeding the minimum period required for graduation/completion of his/her course</p>	<p>○授業料免除申請対象事由調査書 ※該当者は、事前に担当まで申し出てください。</p> <p>○ <i>jogyoryo-menjoshinsei-taishojiyu-chosasho</i> * If this condition applies to you, contact the office responsible well in advance.</p>	
<p>特に説明を要する場合</p> <p>If you need to make a special explanation</p>	<p>○申立書 (様式留6)</p> <p>○ Special Explanatory Statement (Form R6)</p>	
<p>その他</p> <p>Other</p>	<p>○大学が必要と認めた書類</p> <p>○ As determined necessary by the university</p>	

8 注 意 事 項 Note

(1) 授業料免除申請は、申請者数や予算により結果が異なります。

前回の免除申請の結果と異なることがありますので、了解しておいてください。

前半期分免除申請の結果が学業成績により「不許可」の場合は、後半期分免除申請でもほとんどの場合同じ結果となります。

不許可の理由が家計の場合で、10月現在（後半期分免除申請時）の家計の状況が、5月以降に変化している場合は、結果が変わる場合もあります。

なお、前後半期一括申請をする場合は、3「前後半期一括申請」について（1頁）を熟読し、必要な手続きをしてください。申請内容（家計状況・家族状況・就学状況等）に変更（予定）がある場合等は、前後半期一括申請の対象となりませんので、よく確認をし、必要な手続き漏れ等による不利益を被ることのないよう注意してください。

Please understand that tuition fee exemptions are determined according to the budget and the number of applicants so results may vary from one semester to the next.

In the case that the result of the 1st semester is “no exemption” due to academic achievement, the 2nd semester result will likely be “no exemption”.

When the “no exemption” was due to the applicant’s income or the applicant’s family’s income, if there is a worsening in the applicant’s financial situation, the tuition fee exemption result may be changed.

If you would like to make a simultaneous application for first and second semester tuition fee exemption, be sure to thoroughly read the section “3. Simultaneous application for first and second semester tuition fee exemption” (page 1) before following the necessary procedures. If there is or will be any change in your application documentation (such as your household’s financial status, your family status, your registration status, or other relevant circumstances), you will not be eligible for simultaneous application; please confirm the details in advance so that you will not be at a disadvantage due to failure to complete the necessary procedures.

(2) ・申請書類は、家庭状況をよく確認し、原則として、後半期分免除申請では10月現在（予定） [前半期分免除申請では4月現在（予定）] の状況を申請者本人が記入してください。

・申請理由・家計状況が不明な申請は受け付けできません。

・記入すべきことが書かれていないとき、必要書類が提出できないとき、判読しにくいなど、申請書類に不備がある場合は、選考から除外することがあります。

・新入生で、後半期分免除申請では10月中に渡日出来ない場合（前半期分免除申請では4月中に渡日出来ない場合）は、選考から除外します。

・不明な点があれば、早めに担当まで問い合わせてください。

・申請書提出後、後半期分免除申請では10月（前半期分免除申請では4月）の状況に変化があった場合は、速やかに申し出て申請内容の訂正をしてください。（例えば、転居や新しいアルバイトを始めた場合など）

※ 未申告の内容が判明した場合等には、申請取り消しとなることがあります。

また、選考結果が決定する前までに休学や退学をする場合は、速やかに申し出てください。

・ On the application form the applicant must clearly disclose their family financial situation as of October for the 2nd semester and April for the 1st semester.

・ Information requested for the application must be fully completed.

・ Applications without sufficient documentation or without sufficient justification supporting the request for the tuition fee exemption will be rejected. Other causes of rejection are illegible documents, incomplete documents, and errors in the application.

・ New student who don't arrive in Japan within October for 2nd semester, or within April for 1st semester regarded as ineligible.

・ If you have any questions, contact the relevant office as early as possible.

・ After submission, by October for the 2nd semester, April for the 1st semester, if an applicant's financial situation has changed (new address, new employment) applicants must update their status as soon as possible.

*Applications with errors may be cancelled.

In the case of temporary absence from school or withdrawal from school before the determination of tuition fee exemption, contact the relevant office as early as possible.

(3) 提出された書類等は、返却、貸出及び閲覧ができません。

授業料免除申請で提出する全ての書類は、提出前に必ずコピーを取っておいてください。

後半期分授業料免除申請では、状況に変更がない場合も前半期分授業料免除申請と同様の書類の提出が必要ですが、前半期分授業料免除申請で提出した書類のコピーが利用できるものもあります。また、一括申請中で10月の時点で申請内容に変更等のない場合は、前半期に提出した「**家庭状況調書**」(様式 R1-②のコピー)の提出が必要になります。

Documents once submitted cannot be returned, lent to copy, or examined again.

All documents should be copied before submission.

If an applicant's living situation has not changed from the 1st semester application, applicants must submit the same documents for the 2nd semester application.

Copies of the remaining documents submitted for the 1st semester application may be used again.

The following documents need to be newly prepared.

If your simultaneous application has been accepted, you will be required to submit a completed **copy of a Report on Family Status (Form 1-②)** that you submitted at the time of application in the first semester.

<後半期分の授業料免除申請時にも必ず新規に作成が必要な書類> (前半期分申請書類のコピーの提出不可)

Documents to be newly prepared in the 2nd semester

・ (様式留 1-①) 授業料免除申請書

Application for Tuition Fee Exemption(FormR1-①)

・ (様式留 1-②) 家庭状況調書

Report on Family Status(FormR1-②)

・ (様式留 2) 収入状況等申告書

Statement of Income Status, etc. (FormR2)

・ (様式留 3) 事情聴取調書

Hearing Report on the Situation of the Applicant(FormR3)

・ (様式留 5) 給与等支給(見込)証明書

Certificate of (Expected) income.(FormR5)

・ その他、前半期分申請時から状況が変化した内容が変わる書類

Other documents whose contents have changed from the 1st semester application

(4) TA(ティーチングアシスタント)や RA(リサーチアシスタント)での勤務について

Applicants who work as a Teaching Assistant (TA) or Research Assistant (RA)

2019 年度に、TAやRAに採用されている場合、アルバイト収入の必要書類として次の(ア)と(イ)の書類を一緒に提出してください。

(ア) 人事異動通知書(写) : 採用期間や時間単価のわかる書類

(イ) 勤務態様調書(写) : 勤務予定総時間数及び月ごとの勤務時間数のわかる書類

If you are adopted as Teaching assistant (TA) or Research Assistant (RA) in 2019, submit:

Employment letter (copy) : detailing the adoption period and the hourly wage for TAs or RAs.

TA RA schedule (copy) : detailing the total hours and monthly hours for TAs and RAs

(5) 「平成 30 年 7 月豪雨」, 「北海道胆振東部地震」により本人が被災した場合について

- ・被災状況が半壊以上の世帯については、家計評価額の算出において、特別控除により、総収入額を控除します。
- ・申請時に提出を必要とする書類は、「授業料免除申請書」, 「家庭状況調書」, 「(半壊以上の記載がある) 罹災証明書」(写) 及び(授業料免除) 結果通知用封筒 (84 円分の切手を貼付) です。

Special deduction for victim students of the disasters caused by torrential rains in July 2018 or the Hokkaido Eastern Iburi Earthquake in September 2018

- ・ If the victim students of the torrential rains or the earthquake whose houses were **partially destroyed or more seriously damaged** by the disasters apply for tuition fee exemption, the University will deduct the total income of their households in calculating each applicant student's value of family budget.
- ・ Required application documents are Application for Tuition Fee Exemption, Report on Family Status, a copy of your Disaster Damage Certificate (**indicating that your house was partially destroyed or more seriously damaged by the disasters**), and a return envelope to be used for notification of the screening results of successful applicants of tuition fee exemption (with an **84-yen** postal stamp pasted).

授業料免除申請時に提出していただく皆さんの個人情報については、授業料免除の選考以外の目的に利用することはありません。

提出していただく個人情報は、データ入力および帳票出力の目的で業務委託いたしますが、受託業者が個人情報を法令及び本学との契約に則り取扱うよう厳正に管理いたします。

The personal information you submit at the time of application for a tuition fee exemption shall not be used for any other purposes than selection for such an exemption.

When Okayama University entrusts data processing of personal information to a subcontractor, Okayama University will make every effort to manage the contractor strictly so that the contractor exercises due diligence.