

**About the 2023 School Entrance Financial Assistance System (for new and renewal applications)**

—For those who have trouble paying school expenses (school lunch fee, etc.) due to financial reasons—

Fuchu City provides financial assistance to parents/guardians for necessary educational expenses (school supplies, school lunches, etc.) for their elementary and junior high school children, depending on the family’s circumstances.

**★ The school entrance financial assistance system is not renewed automatically, so you must apply for it every year.**

- If you were approved last year (2022) and wish to continue receiving assistance, please be sure to apply.
- Even if you received enrollment preparation subsidies on this March, you must apply if you wish to receive financial assistance for school supplies, school lunch, etc.

**1. Eligibility**

Parents/guardians with resident registration in Fuchu City and fall under either **a.** or **b.** below

**a.** Receiving public assistance for daily living (**application not required**)

**b.** If you fall under one or more of (1) to (9) below:

- (1) Protection under the Public Assistance Act has been suspended or discontinued (within 3 months of suspension or discontinuation)
- (2) All members of your household are exempt from resident’s tax exemption/reduction  
 Note: Excluding cases where there is a taxable member in the household or tax exemption due to separate taxation
- (3) You received an individual business tax reduction or exemption
- (4) You received a property tax reduction or exemption
- (5) You received a National Health Insurance premium reduction, exemption or postponement
- (6) You are receiving a childrearing allowance  
 Note: This is **different** from the child allowance, child-raising allowance, and special childrearing allowance.
- (7) You are receiving a loan from the Social Welfare Fund (excluding special COVID-19 loans)
- (8) You were an evacuee of a large-scale disaster such as the Great East Japan Earthquake and the torrential rains in July 2020
- (9) When (1) through (8) above do not apply but income/earnings of all household members in the last year totaled as follows:

No. of household members Income/earning	2 (1 parent, 1 fifth grade child)	3 (2 parents, 1 fifth grade child)	4 (2 parents, 1 fifth grade child, 1 second year junior high school child)	5 (2 parents, 1 fifth grade child, 1 second year junior high school child, 1 second year high school child)
Total annual earnings	Approx. 2.58 million yen	Approx. 3.34 million yen	Approx. 4.18 million yen	Approx. 4.72 million yen
Total annual income	Approx. 1.62 million yen	Approx. 2.15 million yen	Approx. 2.8 million yen	Approx. 3.23 million yen

Notes:

1. The amounts in the chart above are examples. **The actual standard amount changes depending on factors such as the age of household members.**
2. Use the amount in “Total annual earnings” as a guide if you only earn salary income, and the amount in “Total annual income” if you only earn business income, such as if you are self-employed.
3. **If you have a household member who has not declared his/her income for the previous year, you will not be eligible for certification review.** Please make sure all income is reported.
4. If you live in rental housing, you can add the rental amount (up to 837,600 yen per year, excluding common service charges and parking lot fees) to the above total annual earnings amount. In this case, you will need to attach a certification document such as the copy of your rental contract when you apply.

**2. Application**

Your period of eligibility (amount paid) varies depending on the time of application. Please apply as early as possible.

- ▶ Initial application period ... **by Friday, April 28** [Postmarked by April 30 if sent by mail]

Note: Receive aid from **April**.

- ▶ Supplementary application period ... Monday, May 1 to the end of February 2024

Note: Receive aid from the **month following the month of application.** (e.g., if you apply in May, you will receive aid from June.)

◆ Where to submit (for both periods): **Your child’s school or the School Affairs and Health Section, Board of Education** (City Office 8F; postal mail applications accepted)

**3. Documents to submit**

(1) **Application form** (2) **Necessary certification documents** (check the back page of the application)

Notes:

1. You can also mail your application in, but in that case you must also enclose **a self-addressed, stamped envelope (84-yen stamp)** since a copy of the application (and application certificate) will be sent back to you.
2. **Only submit one application form per household** (even if siblings are enrolled in different schools, one application form will be considered as being for all members).

**4. Certification Results and Payment Period**

◆ **Certification results:** Notifications mailed in early July.

◆ **Payment period:** 4 times a year (last day of July, October, January and March) [Excluding some expenses]

Complete this section as well.

## 2023 School Entrance Financial Assistance Application Receipt and Certificate of Application (kept by applicant)

School name	
Student	

Note: If your child has siblings, enter the name of at least one.

Seal of Receipt
A seal of receipt will be stamped by your place of submission.

Notes:

1. When you submit your application, we will check your attached documents and return this receipt to you stamped with a seal of receipt.
2. This form is also a certificate of application. Without it, we cannot certify your application. Be sure to get this when you submit your application and **keep it safe until you receive the certification results notice.**

### 5. Types of Assistance and Payment Amounts

Eligibility	Expense type	Grade (school year)	Elementary school				Junior high school		
			1st grade	2nd to 4th grade	5th grade	6th grade	1st year	2nd year	3rd year
☆	School supply expenses, etc. (annual amount)		12,612 yen	14,784 yen	14,784 yen	14,784 yen	23,880 yen	26,052 yen	26,052 yen
☆	Enrollment preparation expenses (for those who applied by May)		54,060 yen	—	—	—	60,000 yen	—	—
	Commuting expenses		Actual amount (up to 19,100 yen)				Actual amount (up to 38,600 yen)		
	School lunch expenses		Actual amount						
	Medical expenses		Actual amount (up to 6,000 yen; separate application required before treatment)						
◆	Waku-waku Nature Classroom expenses (second school fees)		—	—	Actual amount	—	—	—	—
◆	Fureai Nature Classroom expenses (Junior high school 1st year field trip fees)		—	—	—	—	Actual amount	—	—
☆ ◆	School trip expenses (Nikko Camping Trip for elementary school)		—	—	—	Actual amount	—	—	Actual amount

Notes:

1. Students who attend private schools or public schools in other municipalities are eligible to receive items marked with ☆ only (the amount paid for school trip expenses will be equivalent to the amount paid to Fuchu municipal school students), and those who receive public assistance are eligible for expenses marked with ◆ only.
2. Please pay school lunch fees until you are certified. After certification, the amount you already paid will be reimbursed to your designated bank account.
3. In addition to the actual amount for the Waku-waku Nature Classroom and the school trip, the following preparation subsidies will be paid:  
Waku-waku Nature Classroom: 2,050 yen; school trip (6th grade): 2,900 yen; school trip (3rd year JHS): 5,600 yen  
If you are receiving public assistance, you will not be eligible for the school trip preparation subsidy since it will be paid out of their public assistance funds.
4. Subsidies for the Waku-waku Nature Classroom and school trip (including preparation subsidy) as well as the Fureai Nature Classroom will be paid once a year to participating students. If a student transfers to a different school in the middle of the school year and participates in the above programs again, the subsidy will only be paid once a year (for the school in which they participated first). The subsidy is paid after the program.
5. There are conditions for the payment of medical or commuting expenses.

### 6. Points to Note (MUST READ!)

- ① When correcting an entry, put a double line through the appropriate section and affix the same personal seal you used for the “Applicant’s name” field. **Do not use correction fluid or correction tape.**
- ② If any of the documents you submit (application form and attached documents) are incomplete, they will be returned. The certification review will not be conducted until all necessary documents are in order. If for some reason you cannot obtain all the certification documents, please contact us.
- ③ If you are applying to be screened by earnings/income (application reason category 9), please note that certification reviews will not be performed if a household member has not declared income for the previous year. Excluding dependents, all members—including those who have no income—are required to declare their income. If you have not declared your
- ④ The table in 1. b. (9) is a guideline for filling out the application. Depending on the number of household members, age and other factors, **you may not be certified even if your total annual earnings/income is less than the listed amount.**
- ⑤ If you are having trouble paying school expenses due to a sharp decrease in income because of special circumstances (sudden unemployment, long-term leave of absence, etc.), please contact the School Affairs and Health Section of the Board of Education, regardless of the conditions listed in 1. b. (1) through (9).

### 7. Inquiries and document submissions

2-24 Miyanishicho, Fuchu City 183-8703

School Affairs Subsection, School Affairs and Health Section, Education Division Fuchu City Board of Education

Tel: 042-335-4436

## 2023 School Entrance Financial Assistance Certification Application (and account transfer request)

Sample

To: Mayor of Fuchu City

I wish to apply for school entrance financial assistance for the reasons stated below, and hereby submit my application with the necessary certification documents.

I agree to be examined through the public registry (taxation registry, etc.) during the certification review, and acknowledge that the certification review will not be performed until the certification documents and application form are submitted with all the proper information.

Upon certification, please remit the school entrance financial assistance subsidies to the designated account.

Applicant (parent/guardian)	Address	Address, Fuchu City		Furigana Parent/ guardian name	Guardian name		Date of application (YYYY/MM/DD)	Date of birth		
	Room No.			Occupation	Occupation		Income in previous year	Yes · No	Seal	
	Tel	Telephone number						All members of household had resident registration in Fuchu City as of January 1, 2023		
Elementary or junior high school students	Name and furigana	Relationship	Date of birth	School name		Grade or school year	Reason for Application			
							↓ Circle the number that applies			
	1	Student name		Heisei · ·				1. Suspension or discontinuation of public assistance		
	2			Heisei · ·				2. Resident's tax reduction/exemption		
	3			relation ship with guardian				3. Individual business tax reduction/exemption		
Other household members (excluding applicant)	Name	Relationship	Date of birth	Occupation or school name		Previous year income				
	Other family's name						Showa Heisei · ·			
							Reiwa	Yes · No		
							Showa Heisei · ·			
							Reiwa	Yes · No		
						Showa Heisei · ·				
						Reiwa	Yes · No			
						Showa Heisei · ·				
						Reiwa	Yes · No			
Housing situation										
<input type="radio"/> 1. Owned <input type="radio"/> 2. Rented (rent      yen) Excluding common fees and parking lot fees. <input type="radio"/> 3. Other										
Designated account	Financial institution name	Bank Shinkin Bank Credit Union JA	Branch name	Branch Branch office	Account type	1. Regular 4. Savings	Account number (7 digits)			
	Account holder name	(Enter in katakana)								
Delegation	I hereby delegate the following authority during the 2023 school year (including the accounting period) to the director of the School Affairs and Health Section, Education Division, Fuchu City Board of Education as my agent. <ol style="list-style-type: none"> <li>1 Matters related to the billing, receipt, and returns of Fuchu City school entrance financial assistance subsidies.</li> <li>2 Matters related to the transfer of Fuchu City school entrance financial assistance subsidies for school trips to the account of the school principal.</li> <li>3 To apply the Fuchu City school entrance financial assistance subsidies for school lunch fees to the school lunch expenses that I owe to the mayor (except for those already paid).</li> <li>4 If duplicate payments of educational assistance/public assistance and school lunch expenses are paid to the applicant, to request and receive any refunds incurred and return the amount to the mayor as school entrance financial assistance subsidies.</li> <li>5 Matters related to redelegation.</li> </ol>									

**Notes:**

- 1 The handwritten signature of the applicant is accepted instead of a personal seal in the applicant's name field (except when there are corrections).
- 2 When correcting an entry, put a double line through the appropriate section and affix the same personal seal that you used for the "Applicant's name" field. **Do not use correction fluid or correction tape.**
- 3 Only submit one application form per household; even if siblings are enrolled in different schools, one form will be considered as being for all members.
- 4 In the "Other Household Members" field, enter the information on all elementary/junior high school students and persons who share the same livelihood with the applicant (including those who are members of different households).
- 5 **If any of the required documents are incomplete, the certification review will not be conducted. Be sure to check the back of this document.**
- 6 In accordance with the Personal Information Protection Ordinance, this application form will not be used for any purpose other than for procedures related to school entrance financial assistance system.

Seal of receipt

※A seal of receipt will be stamped by your place of submission.

Remarks

# Application Documents Required

Photocopy the following certification documents and glue them to this side. **Certification reviews cannot be done if any documents are missing.**

Note: Certification documents will not be returned (photocopies are accepted).

Category	Reason for Application	Documents necessary for application (photocopy accepted)	
1	Your public assistance for daily living has been suspended or discontinued	<b>Certificate of suspension (discontinuation) of public assistance issued by the welfare office</b>	
2	All members of your household are exempt from resident's tax (excluding cases when there is a taxable member in the household or received a tax exemption due to separate taxation)	◎ You were a registered resident of Fuchu City as of January 1, 2023 <b>None</b> (You may have to file municipal [metropolitan] tax returns) ◎ If you moved in on or after January 2, 2023 <b>Resident's tax exemption certificate</b> (with all dependents listed) Note: The municipality where you were a registered resident as of January 1 will issue this certificate in early June, so please submit it as soon as possible after receiving it.	
	You received a resident's tax reduction or exemption	<b>Residents tax reduction/exemption decision notification</b>	
3	You received an individual business tax reduction or exemption	<b>Individual business tax reduction/exemption decision notification</b>	
4	You received a property tax reduction or exemption	<b>Property tax reduction/exemption decision notification</b>	
5	You received a National Health Insurance premium reduction, exemption or postponement	<b>National Health Insurance premium reduction/exemption decision notification</b>	
		<b>National Health Insurance premium postponement decision notification</b> (either one)	
6	You are receiving a childrearing allowance Note: This is different from the child allowance, child-raising allowance, and special childrearing allowance.	<b>Childrearing allowance certificate</b> (copy of the cover page and the page with the seal of the mayor)	
		<b>Certificate of receipt of childrearing allowance</b> (either one)	
7	You are receiving a loan from the Social Welfare Fund (excluding special COVID-19 loans)	<b>Social Welfare Fund loan decision notification</b>	
8	You were an evacuee of a large-scale disaster such as the Great East Japan Earthquake and the torrential rains in July 2020	<b>Copy of the disaster certificate</b> (If you are not registered as a resident of Fuchu City, please also submit documents related to your income [see category 9 below].)	
9	If your total household income/earnings in the last year are below the standard amount and you need assistance. (See the table in 1. b. (9) for the standard amount)  <div style="border: 1px solid black; padding: 5px; width: fit-content; margin: 10px auto;">                         If you live in rental housing, see below.                     </div>	Document related to income	
		◎ If you were a registered resident of Fuchu City as of January 1, 2023 <b>None</b> (You may have to file municipal [metropolitan] tax returns) ◎ If you moved in on or after January 2, 2023 (One of the following documents (1) to (3) for each person with <div style="border: 1px solid black; padding: 5px; margin: 5px 0;">                         (1) If you only have salary income  <b>Withholding tax certificate for 2022 salary income</b>                           (2) If you have filed tax returns with the tax office  <b>Copy of 2022 tax return</b>                          Note: Top page (with tax office's receipt stamp or e-tax receipt date)                           (3) If you are neither (1) nor (2) above  <b>2023 resident's tax certificate</b>                          Note: The municipality where you were registered as a resident as of January 1 will issue this certificate in early June, so please submit it as soon as possible after receiving it.                     </div>	
◆If you live in rental housing Please submit one of the rental housing documents listed on the right side of the table along with your income documents. • Not required for those who fall under categories 1-8 above. • If this document is not attached, you will be considered to be living in owned housing for the purposes of the certification review.		Rental housing documents	
		Submit one of the following:	
		<b>Rental contract</b>	Page that lists the address, tenant, landlord, rent, and contract term (the contract must be in effect at the time of application)
		<b>Metropolitan (municipal) housing rent certification notice</b>	Latest copy (if you receive a rent reduction, please attach the reduction notification instead)
		<b>Certificate of use of company housing</b>	Have your company prepare a certificate that lists the property address, tenant, fee, period of use, and company name. Note: There is no designated form or format.