

## **Application Guide for Tuition Fee Reduction and Deferral**

**\*All applicants must read the entire document.**

### **● Eligible Students**

In the following cases, tuition fees may be reduced, exempted, or postponed upon selection within the budget.

Applications for tuition fee reduction and deferment will be divided into the first and second semesters.

○For financial reasons

- In the case of a regular graduate student of SUMS who has difficulty in paying tuition fees due to financial reasons and is recognized as a student of academic excellence.

○In case of disaster, etc.

### **● Required Documents**

Selection will be based on the amount of income of all members of the household to which the applicant belongs.

The submitted personal information will not be used for any purpose other than the selection process for tuition fee reduction/exemption and deferment.

- 1) Tuition Fee Reduction and Exemption Form (Form1)
- 2) The Declaration of Economic Status Form (Form5)
- 3) Proof of residence for all household members
- 4) Income certificate for the fiscal year 2025 (Certificate regarding income for 2024 for all members of the household)

\* If you have no income, submit a "certificate of tax exemption".

\* If you have extra income, please submit documentation describing the income.

\* If a certificate cannot be issued for a student who has been in Japan for less than one year, we will confirm his/her financial situation from Form 5 and

Form 8.

5) International Student Life Report (Form8)

6) Faculty Advisor Opinion (Form9)

\* Japanese version only

7) Survey of Return (Travel) Schedule (Form10)

8) Documents to be submitted by applicable persons

conditions	Documents to be submitted
If you live outside the International House	○A copy of the apartment lease agreement
If you have a part-time job off campus	○Please let us know at the counter.
If you received a scholarship in FY2024	○Documentation confirming receipt of scholarship
If any member of the household is employed or changed jobs in 2024	○Certificate of estimated annual income, certificate of salary payment, and pay stubs (for the last 3 months)

\*Depending on your household situation, you may be asked to prepare documents other than those listed above.

### ●Submission of Documents

Please bring the complete set of submitted documents in an envelope to the Students Affairs Division, Counter 4 by 5:00 p.m. on September 19.

For new students, submit at the time of enrollment procedures.

### ●Notification of Results

The results will be notified to the applicant's department around the end of November.

### ●Application for Deferment of Tuition Fees

Those who wish to receive a deferment of tuition fees must also submit a "Tuition Fee Deferment Application Form (Form2)". The submission location, deadline, and timing of the decision are the same as those for tuition fee reduction/exemption.

If your application is approved, tuition fee will be deferred until the end of March 2026.

### ● Precautions

- 1) Please fill out the documents carefully in block letters. Applicants with omitted or illegible information may be excluded from the selection process.
- 2) Please enter the address and other information as of October 1, 2025 on "The Declaration of Economic Status Form (Form5)". If there are persons in the same household who are not income-eligible (excluding students and pre-school children), please indicate their current status.
- 3) If it is determined that the applicant has intentionally misrepresented facts in the application, the application will be canceled even after approval.
- 4) Those who are enrolled beyond the minimum term of study without any special reason or those who are continuously enrolled in the same grade as the previous year are not eligible to apply.
- 5) In principle, applicants who are disapproved must pay the tuition fee in a lump sum.
- 6) The applicant will be granted a deferment of tuition fee payment until a decision is made on whether or not to grant the reduction/deferment. However, if the tuition fee has been paid by the time the decision is made, applicant is not eligible for a reduction or exemption.
- 7) Students who have not attended classes for a significant period of time may be ineligible.