

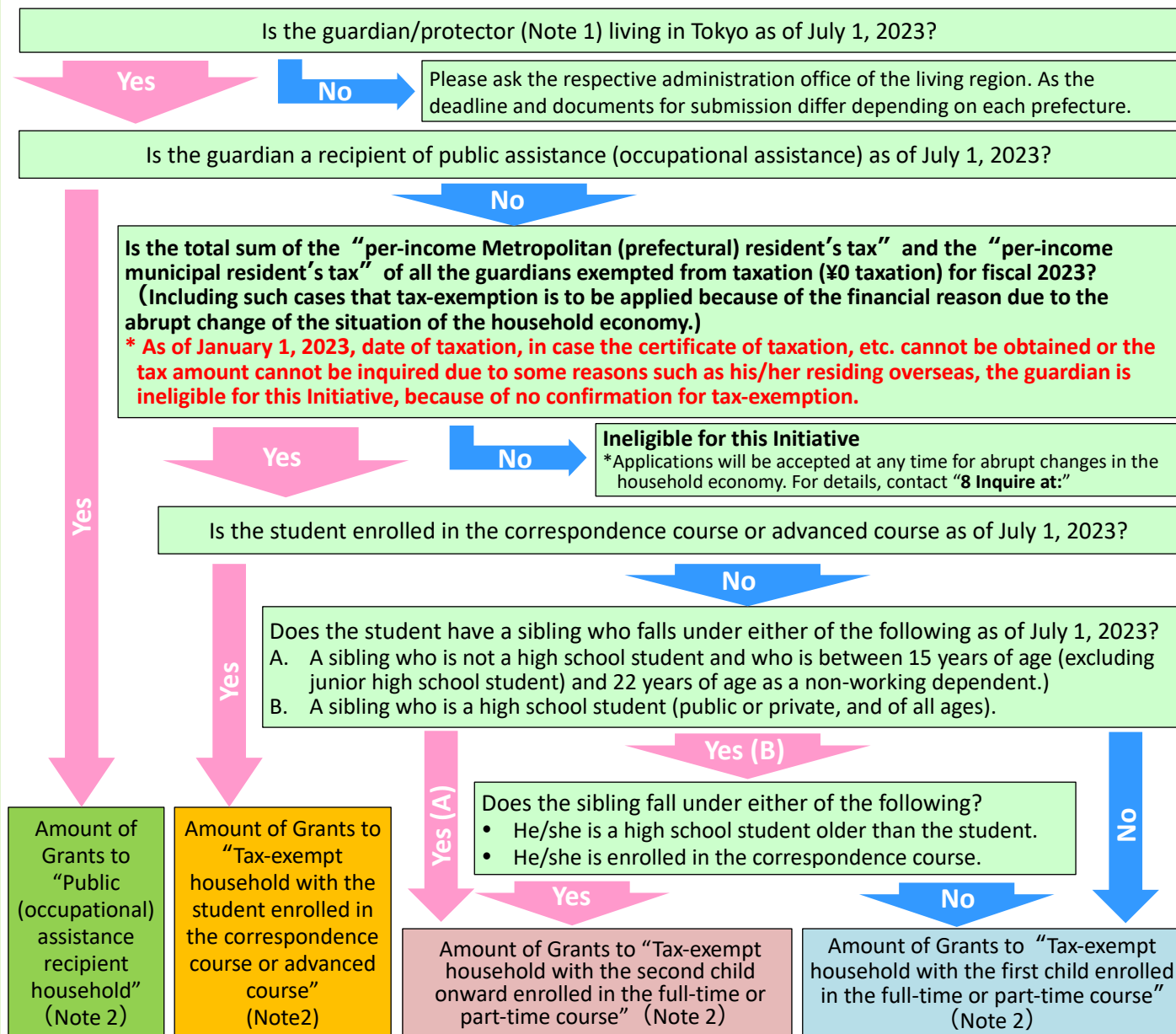
# “Grants for Supplemental Scholarship” for National/Public High School in Tokyo Program of Tokyo Metropolitan Government in FY 2023

“Grants for Supplemental Scholarship” is a system to transfer to a bank account of relevant guardians money of non-refundable grants, in a fixed amount, for the sake of reducing the financial burden of expenses related to education other than tuition fees, such as expenses for school textbooks, teaching material fees, expenses for school supplies, expenses for extra-curricular activities, and others.

\* The application period and the screening criterion are different from those for “Tuition Support Fund” and “Stipend-type Scholarship”. Please note that there are differences.

\* Those intending not to apply for “Grants for Supplemental Scholarship” are not required to submit documents.

## 1. Eligibility Ascertainment Sheet (Annual Grants)



(note1) Guardian/protector means, in principle, a person who has parental authority over the student, or, in case no person has any parental authority over the student, means a person who supports the livelihood of the student financially.

(note2) The grant amount may vary depending on the Guardian/protector’s support status.

## 2. Amount of Annual Grants

	Full-time/ Part-time	Correspondence	Advanced
Public (occupational) assistance recipient household	¥32,300	¥32,300	
Tax-exempt household with the first child	¥117,000	¥50,500	¥50,500
Tax-exempt household with the second child onward	¥143,700		

\*Grants are not required for repayment. \*The time of granting is scheduled from December 2023 onward.

### 3. Requirements for Eligible Applicant Conditions

The guardian who meets all requirements below as of July 1, 2023 (Base date \*Entrance date for the student enrolled in and after July)

**(1) Having a national or public high school student eligible for High School Tuition Support Fund or High School Relearning Support Fund.**

- \* The high school student is ineligible in case he/she is taken care of by a children's institution, etc., or entrusted with a foster parent and covered by expenses spent for administrative measures (for study tours or special fostering).
- \* In case multiple siblings are eligible for this initiative, each eligible person is requested to make an application separately.

**(2) The guardian having his/her residence registered in Tokyo.**

- \* In the case his/her residence is registered out of Tokyo, the guardian should apply with the board of education of the prefecture where his/her residence is registered.
- \* Even in the case the student is enrolled in a national or public high school out of Tokyo, the guardian whose residence is registered in Tokyo should apply with the Tokyo Metropolitan Board of Education.

**(3) Being able to verify that the household is a public assistance recipient or all the guardians' per-income Metropolitan or municipal resident tax is exempt from taxation (¥0 taxation). Or, when it is expected that per-income Metropolitan or municipal resident tax is to be exempted from taxation due to abrupt changes in households such as guardians' unemployment or bankruptcy.**

- \* In the case the certificate of taxation, etc. cannot be obtained due to some reasons or the case that inquiry of taxation amount through Individual Number is not possible, it is ineligible for this Initiative.
- \* Turnover, such as retirement, not due to disasters or the similar is not included in the abrupt change of the situation of household economy.
- \* In the case when the abrupt change of the situation of the household economy occurred after July, please contact "8 Inquire at". Estimated Household Income in the cases that "Income Levy of Prefectural Inhabitant Tax" and "Income Levy of Municipal Inhabitant Tax" will be tax-free equivalent amount.

Number of household members	2 persons	3 persons	4 persons	5 persons	6 persons	7 persons
Estimated household income	Less than ¥2.044 million	Less than ¥ 2.216 million	Less than ¥2.716 million	Less than ¥3.216 million	Less than ¥3.704 million	Less than ¥4.137 million
Annual income	¥1.35 million or less	¥1.47 million or less	¥1.82 million or less	¥2.17 million or less	¥2.52 million or less	¥2.87 million or less

- \*Number of household members means the total number combining the number of applicants such as guardians and the number of dependent relatives.
- \*Household income specified in this Table means the total income of company employees having salary income alone.
- \*Estimated household income or annual income of a 2-Member Household means those of widow/one parent household.

### 4. FAQ

**Q1 How to confirm the exemption of income levy tax?**

A1 You can refer to notice letters on special collection tax amounts issued by the organization you belong to, or notice letters on resident tax payments sent from the local administration office of your living region. If such documents are not available in your hands, you can request the local administration office of your living region as of January 1, 2023, to issue a certificate of imposition or exemption of resident tax in FY2023 to confirm it.

**Q2 I have no residence registered in Japan since I have been assigned abroad. My child is granted financial aid from High School Tuition Support Fund. Is my child also eligible for Grants for Supplemental Scholarship?**

A2 As for Grants for Supplement Scholarship, all guardians of the student are required to register their residence in Japan. If any of the guardians have no residence registered in Japan due to an overseas assignment, the student is not eligible for it. However, as of July 1, 2023, in case one of the guardians has residence registered in Tokyo and it is confirmed that resident taxes in FY2023 are exempted for all members of the guardians, such students are eligible for the Grants.

**Q3 Is it acceptable to make an application for the Grants in case the final return filing is not yet performed?**

A3 The application is not acceptable in such a case because it is not possible to confirm the exemption of resident taxes. In such cases, the relevant resident tax certificate is not available for the application, or confirmation of taxation amount by Individual Numbers is not possible, so please complete promptly the necessary procedures such as filing a final tax return. In the case, however, of a recipient of public assistance (occupational assistance) as of July 1, 2023, no final return filing is required, and certificates of receiving such assistance as occupational assistance are requested to be submitted.

**Q4 The father of the student was transferred to a different prefecture away from home in Tokyo. Can we file an application with Tokyo?**

A4 In case Tokyo is the home ground for the living of your household, file it with Tokyo Metropolitan Government. However, if an application has been filed in the prefecture the father resides, you are unable to file one in Tokyo

**Q5 Can I apply for this Initiative though the child changed schools (left the school) on or after July 1? In case I can, should I submit documents to the new school?**

A5 Yes, you can. If the child left the school on or after July 1, submit documents to the school he has left. If the child changed schools on or after July 1, submit documents to his former school.

**Q6 What type of documents are included in "documents that prove or indicate the cause of occurrence of the abrupt change of the situation of the household economy"?**

A6 That includes such documents as a Letter of Resignation, Qualification Certificate for Receiving Employment Insurance, Dismissal Notice, Bankruptcy Declaration Notice, Notice of Discontinuation of Business, etc. In case the above-mentioned documents are not available, you are requested to submit any other documents that indicate the abrupt change of the situation of the household economy, such as a Notice of Business Suspension, Work Shift Table that indicates a sharp decrease, and others.

## 5. Necessary Documents

\* Documents for application with ☆ are available, in and after July 2023, at the Management and Planning Office of the senior high school the student is enrolled in or at the website of the Tokyo Metropolitan Board of Education.

### All applicants

- ① **Application form of Initiative of Tokyo Metropolitan Government: National and Public High School Grants for Supplemental Scholarship (☆)**
- ② **Account Transfer Payment Form for Grants (☆) and a copy of Deposit Passbook**  
(The page containing information on the bank code, branch code, account number, and account holder)
- ③ **Authorization Letter of Appropriation (☆)** (In the case the guardian approves the Metropolitan high school in question to appropriate Grants for the student-related expenses to be collected.)

### Public assistance (occupational assistance) recipient household

- ④ **Occupational Assistance Recipient Card (☆)**
    - Submission of a Public Assistance Recipient Card, issued by the municipal welfare office, would suffice in the case it contains the description of “Occupational Assistance Recipient”, etc.”
    - Please make sure that the “start date of assistance receipt” by the guardian is stated as on or before “July 1, 2023” and that the date of issuance of the Card is on or after “July 1, 2023”.
- \*It is required even if your Individual Number collection sheet has been submitted for applying Tuition Support Fund.

### Tax-exempt Household (1st child and 2nd child) and household with the abrupt change in the household economy

	Tax-exempt Household (1st child and 2nd child)	Household suffered from the abrupt change in the household economy
④	<b>[Student attending a Metropolitan school]</b> <b>Individual Number Collection Sheet</b> (Available only at the Management and Planning Office of the Metropolitan school) * Not required to submit this document in the case when Individual Number Collection Sheet was submitted already at the time of application for school support fund. *If tax payment information cannot be confirmed due to spousal exemption, etc., we may ask you to submit a Taxation certificate separately.	<b>Documents proving reasons for the abrupt change in the household economy</b> Letter of Resignation, Qualification Certificate for Receiving Employment Insurance, etc  <b>Documents proving incomes received before suffering from the abrupt change in the household economy</b> <b>Any one of the following documents for all members of the guardians</b> <ul style="list-style-type: none"> <li>• Taxation (Non-taxation) Certificate of Municipal Resident Tax for FY2023</li> <li>• Notice of Special Collection Tax Amount for FY2023</li> <li>• Tax Payment Notice of Municipal Tax for FY2023</li> </ul>
	<b>[Student attending other than a Metropolitan school]</b> <b>Any of the following for all the guardians</b> <ul style="list-style-type: none"> <li>• Taxation (Non-taxation) Certificate of Municipal Resident Tax for FY2023</li> <li>• Notice of Special Collection Tax Amount for FY2023</li> <li>• Tax Payment Notice of Municipal Resident Tax for FY2023</li> </ul>	<b>Documents proving the incomes received before suffering from the abrupt change in the household economy</b> Notice of estimated salary prepared by your employer company, certificates prepared by licensed tax accountant or chartered accountant, such as latest wage slip (for 3 months), and others  <b>Documents confirming the ages and numbers of dependent relatives.</b> Taxation Certificate of Municipal Resident Tax that indicates details of dependent relatives, copies of health insurance cards
⑤	<b>Copy of Residence Certificate or Certificate of Entry in Residence Certificate (☆)</b> Please make sure that the “date of becoming a resident” for the guardian is on or before “July 1, 2023” and that the date of issuance of the Certificate is on or after “July 1, 2023”. (In the case the student has a sibling who is not a high school student and who is between 15 and 22 years of age as a non-working dependent)	
⑥	<b>Copy of the Health Insurance Card of the student and the sibling</b> In the case the student is covered by National Health Insurance, submit <b>Dependence Form (☆)</b> together	
⑦	(In the case the student has a sibling enrolled in a non-Metropolitan high school and the case application is filed as the 2nd child) <b>Certificate of Enrollment for the sibling issued by his/her high school</b>	
⑧	(In the case the student has no guardian and he/she maintains living on other’s income) <b>Copy of the Health Insurance Card of the student</b> In the case the student is covered by National Health Insurance, submit <b>Dependence Form (☆)</b> together	

\*Required documents for households suffering from the abrupt change of the household economy are the same for both students of Metropolitan Schools and students of Non-Metropolitan Schools.

### ■ Treatment of (specific) personal information submitted

We, the Tokyo Metropolitan Board of Education, place personal information of the student, guardians, etc., which we have collected under this Initiative, appropriately and strictly in accordance with law and regulations. In the case we entrust the operation of Grants for Supplemental Scholarship to other business entities, we conduct necessary and appropriate supervision over the entrusted business.

We may use the submitted Individual Number for other educational support projects (High School Tuition Support Fund, Metropolitan School Non-repayment type Scholarship, and Metropolitan School Relearning Support Fund).

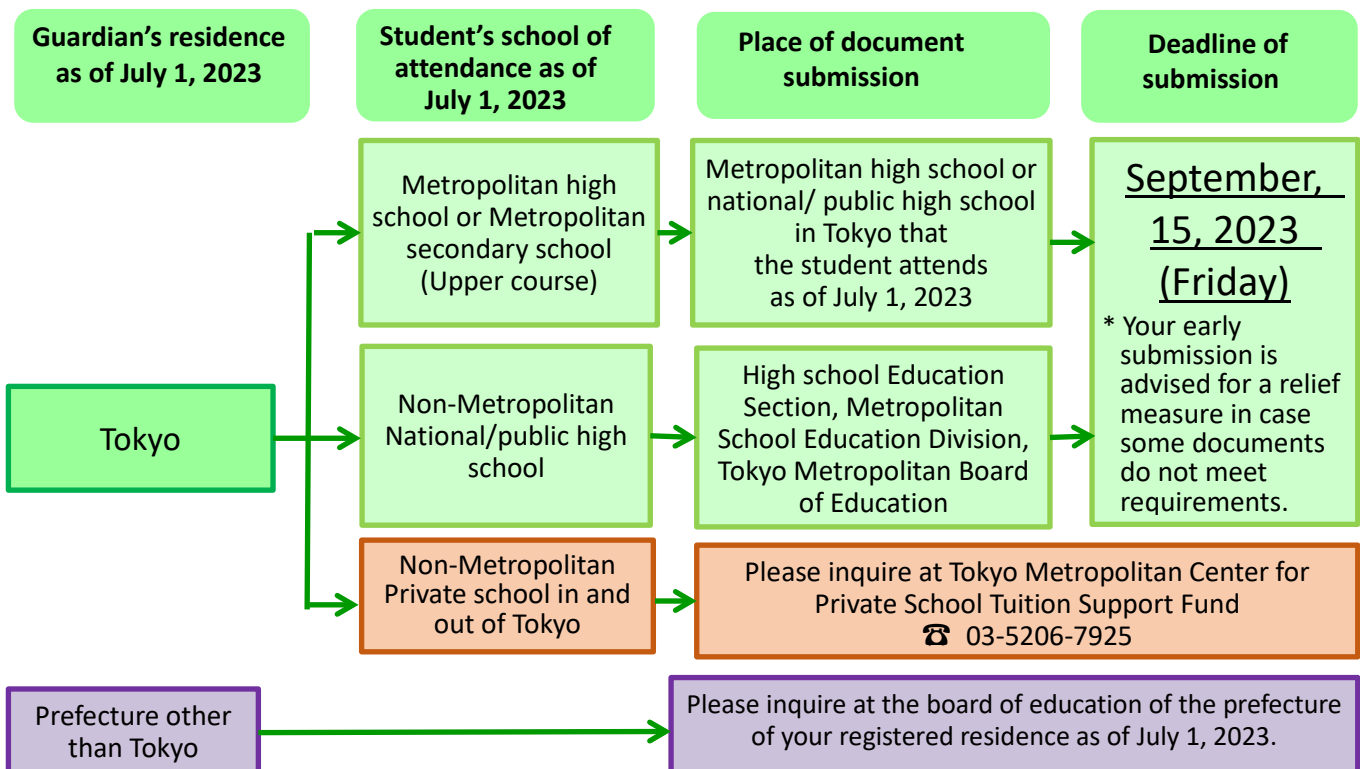
We request your prior understanding

## 6. Notes for document submission

- (1) Those who are not subject to the Individual Number collection are requested to submit a copy of the Residence Certificate after giving some measures, such as black-painting, on it so that Individual Number is not visible.
- (2) Please submit copies of siblings' health insurance cards, etc., after taking measures such as black-painting, so that the numbers and symbols on the card are not readable, in advance.
- (3) Once documents are submitted, they shall not be returned to the applicant. When you find it necessary to retain the original documents at hand, submit their copies. In submitting such copies, please make sure that all letters and figures of the copy are clearly readable, including the applicant's name and Individual Number.
- (4) In the case the person with parental authority or guardian of a minor falls under any of the following four, his/her income shall not be considered in screening. Documents to ascertain his/her income is not required. For the sake of procedure, regard the student in question as having no person with parental authority or guardian of a minor, and submit the necessary documents.  
 ①Head of Child Guidance Office exerting parental authority temporarily, ②Head of Child Welfare Institution, ③Guardian of a minor who is a corporate person, ④Guardian of a minor who is supposed to exert authority only on property
- (5) In the case the student attending a non-Metropolitan school, cannot submit an Individual Number Collection Sheet for some reason, please submit any of the following documents instead of the above "Individual Number Collection Sheet":  
 ①Taxation (Non-taxation) Certificate of Municipal Resident Tax for FY2023, ②Notice of Special Collection Tax Amount for FY2023, ③Tax Payment Notice of Municipal Resident Tax for FY2023 (\*Those having salary income alone)
- (6) In the case the student is enrolled in a national or public high school other than a Metropolitan high school, the application form for National and Public High School Grants for Supplemental Scholarship must contain certification (with seal) by the head of the high school of his/her of enrollment and of his/her eligibility for High School Tuition Fund or High School Relearning Support Fund or Support Fund for Advanced Course.

## 7. Submission: Until When and to Whom

Please make sure that the deadline for and the place of document submission depend upon the guardian's registered residence and the student's school of attendance. Applications will be accepted at any time for household suffering from abrupt changes in the household economy. (Up to the end of January 2024)



## 8. Inquire at:

- ▶ **The household in which the student is enrolled in a Metropolitan high school or Metropolitan secondary education school**  
 Management and Planning Office of the high school the student attends.
- ▶ **The household of which student is enrolled in a national or public high school, etc. other than Metropolitan High school**  
 Accounting Officer, High School Education Section, Metropolitan School Education Division  
 Tokyo Metropolitan Office of Education  
 15th Floor, Tokyo Metropolitan Government Building No.2, 8-1 Nishi-Shinjuku 2-cho-me, Shinjuku-ku,  
 Tokyo 163-8001, Japan ☎03-5320-7862 (Weekdays: 9:00-17:45)