

To: Parents or Legal Guardians
 From: Fussa City Board of Education

For the 2024 academic year

**REQUEST CONCERNING SURVEY AND APPLICATION PROCEDURES
 FOR
 FINANCIAL AID FOR SCHOOL EXPENSES**

Fussa city provides financial aid for expenses for school supplies, school lunches and other necessities to parents or legal guardians whose children are enrolled in school but who have difficulties paying their school expenses. To those who want to receive this aid and are receiving the livelihood assistance at present, Fussa City requests that they return the Survey and Application Form after filling out. If you have two and more children enrolled at municipal elementary or junior high schools in Fussa City, only the Application Form for the eldest child is requested to fill out. You can only omit to fill out the Application Form for other children but are requested to submit the Survey and Application Form for them too. If you would forget to submit it, you cannot get financial aid for them.

When your children are transferred to a school in Fussa City or the financial condition of your family has changed, you can apply for this program even in the middle of the academic year. You are approved in the month when you apply for it.

Fussa City conducts surveys for this program and all participants are requested to return the Survey and Application Form whether or not they want to receive financial aid.

Eligible Families who live in Fussa City

- (1) Families who are receiving the livelihood assistance at present.
- (2) Families whose livelihood assistance was discontinued or abolished after April 1, 2023.
- (3) Families whose resident taxes (city and Tokyo metropolitan) for fiscal 2023 or fiscal 2024 were exempted or reduced.
- (4) Families whose household income in 2023 is below the approved standard.

<Income Criteria for Eligibility> (for reference only)

Number of People in Household	Family Composition	Total Annual Income (for house owners)	Total Annual Income (for house renters)
2	Father or Mother(35 years old), Child(8 years old)	Approx. ¥1,480,000	Approx. ¥2,250,000
3	Father(35), Mother(35), Child(8)	Approx. 1,980,000	Approx. 2,820,000
4	Father(40), Mother(40), Child(13), Child(8)	Approx. 2,490,000	Approx. 3,320,000
5	Father(40), Mother(40), Child(14), Child(12), Child(8)	Approx. 2,930,000	Approx. 3,770,000

Notes: As this table is only for reference, there will naturally be some differences depending on family composition, ages, house rent, etc.

Eligible Expenses

	School supplies for first graders	School supplies	School trip	Class Materials	Graduation albums	School supplies for first graders Admission in 2025
Elementary School	¥54,060	¥13,230 ¥15,500	Actual Expense	Actual Expense Up to ¥3,150	Actual Expense	¥57,060
Junior-high School	¥63,000	¥25,040 ¥27,310	Actual Expense	Actual Expense UP to ¥4,050	Actual Expense	¥63,000
Eligible grade	First grade	All grades	5,6 grades 1~3 grades	All grades	6th grade 3th grade	preschooler sixth grade

Other than expenses above, financial aid for school supplies for first graders who will be enrolled in 2025, medical expenses (only for diseases specified in the law.), fee for “The school life guidance & management form” will be paid.

At Fussa City Schools, all school lunch expenses will be covered by public funds starting from 2024, so school lunch expenses will not be paid from tuition assistance funds. Parents of children enrolled in national, public, or private schools other than Fussa City will receive the allowance only if they are responsible for the actual expenses. (It will not be paid if the guardian does not pay.)

To families who are receiving the livelihood, financial aid for school supplies for first graders, school supplies, class materials and medical expenses are going to be provided by the Social Welfare Division.

Deadline and Place to submit

Please submit the Survey and Application Form to a school your children are enrolled or the School Affairs Desk of Fussa City Board of Education by April 12(Fri), 2024.

To parents who wish to receive financial aid

Please fill out the necessary items on the Survey and Application form.

You are required to submit them EVERY YEAR.

1. Pay attention to the following matters when filling out the Application Form for financial aid.

- (1) Financial aid for school expenses and subsidy for special support education will be managed by a school principal and a head of a school lunch center and paid through them. Parents don't need to submit a bill to the board of education.
- (2) Fussa City Board of Education peruses the basic register of your resident registration and the basic register of your city and Tokyo metropolitan resident taxes in approving for the aid.
- (3) If you have not yet paid school expenses, the amount in arrears will be paid to the school or the school lunch center directly not to your designated bank account.
- (4) Financial aid for school expenses and subsidy for special support education will be paid to your designated bank account. When deposit is completed, you are considered to receive the subsidy. We don't send a notice.

2. This application form is important to receive financial aid. Please provide factual, correct information.

(1) Residence and rental fees:

Circle the applicable one and write down the amount of your monthly rent.

(2) Conditions of the household (provide information as of Apr.1, 2024.):

Write down all members of the household with whom you share daily expenses.

Write down the family relationship within the family from the perspective of the children.

(3) The name on the bank account is an applicant's only. If the name on the bank account changes in the middle of the school year, please tell the Fussa City Board of Education.

3. Please be sure to attach one of the following documents as a certificate of your income. But those who live in Fussa City as of Jan.1, 2024 and report resident taxes do not need to attach the document.

(1) Families whose livelihood assistance based on the Livelihood Protection Law was discontinued or abolished in fiscal 2023 or fiscal 2024 ←reasons for application #2:

Certificate of discontinuation or abolishment of the livelihood protection welfare program (issued by the local welfare office).

(2) Families whose resident taxes (city and Tokyo metropolitan) for fiscal 2023 or fiscal 2024 were exempted or reduced.←reasons for application #3

For families whose resident taxes were exempted or reduced in other city:

Certificate of exemption or reduction of your city and Tokyo metropolitan resident taxes for fiscal 2023(issued by a government office registered on Jan.1.2023) or for fiscal 2024 (issued by a government office registered on Jan.1.2024).

(3) Families whose household income is qualified as low-income ←reasons for application #4

For families who lived in other city as of Jan.1.2024:

Certificate of your income for 2023(Jan.1.2023~Dec.31.2023) such as a certificate of tax deducted for 2023, a copy of an income tax return for 2023, a copy of resident taxes for 2023,etc.

4. Please be sure to attach documents as a certificate of your house rent.

If you forgot attaching them, your house rent would not be taken into account.

You cannot submit either transfer statements or receipts as house rent certificates.

5. You will be notified around mid-July. whether approved or not.

For more information, please contact the School Affairs and school lunch Desk, School Education Division, Fussa City Board of Education.

042-551-1948

You have to submit this form whether you wish to receive financial aid or not.

Application Form for Financial Aid and Special Support Education

Don't forget filling in the date.

1 STUDENT REQUEST (for all parents) date: / month 4 / day 11

parent or legal guardian	Student	
name Taro Fussa	name Ziro Fussa	school: Fussa # 1 junior high school grade: 1 class: 1

Do you wish to receive financial aid?

1. Yes 2. No

If you have circled "2. No", you do not need to fill out the form below.
If you have circled "1. Yes", please fill out the form below.

Circle 1 or 2.

If you chose 2, you don't need to fill out the form below.

2 APPLICATION FORM FOR FINANCIAL AID (only for those who wish to receive the aid)

If you have two or more children enrolled at municipal elementary or junior high schools in Fussa, only the Application Form for the eldest child is requested to fill out.

I fill out the Application Form of student's name:
school: Fussa # grade: class:

I am applying for financial aid to Fussa City Board of Education. I agree the following matters and attach necessary documents.

1. I entrust a school principal of my child enrolled with matters for claiming and receiving subsidy for school expenses and special support education (excluding the charge for a school lunch) in fiscal .
2. I entrust a head of the Fussa lunch center with matters for claiming and receiving subsidy for school expenses and special support education; the charge for a school lunch in fiscal .
3. I understand that Fussa City Board of Education can peruse the basic register of my resident registration, and the basic register of my city and Tokyo metropolitan resident taxes.
4. If I have not yet paid school expenses, I agree that the subsidy for school expenses and special support education is allocated to the amount in arrears.
5. I ask Fussa City to deposit the subsidy for school expenses and special support education to my bank account below. When deposit is completed, I acknowledge that I have received the subsidy at the same time.

parent(legal guardian) address				
〒 197-0022 Tokyo-to Fussa-shi Honcho 5 Fussa mansion101				
applicant(parent or legal guardian) name			telephone number	
Taro Fussa			home 042-551-1511 mobile 090-000-0000	
condition of the household (all members of the household including a legal guardian and an applicant who share daily expenses)				
name	relationship	date of birth	Job category Ex) employee, part-time job...and so on	School ,Grade and Class
Taro Fussa		1978.5.1	Public official	
Hanako Fussa	Wife	1978.6.1	Part-time job	
Ziro Fussa	Son	2013.3.1	Student	#1-chu 1-1
Hana Fussa	Son	2014.9.1	Student	#3-sho 5-1
Haruko Fussa	Son	2016.10.1	Student	#3-sho 3-2
Ume Fussa	mother	1950.10.1		
residence				
1.own 2.rent () monthly rent: ¥ Circle the applicable one and write down the amount. Attach documents that prove your house rent.				

Detailed statements or receipts are not available as house rent proof. Attach a copy of contract.

(reasons for application) : Circle the applicable one or more.

1. I am receiving the livelihood assistance
2. Assistance based on the Livelihood Protection Law was discontinued or abolished in fiscal _____ or fiscal _____. (date of discontinuation or abolishment year)
3. City and Tokyo metropolitan resident taxes for fiscal _____
4. Qualified as low-income household.
5. My child is a student of a special support class.

The bank account you apply must belong to the applicant. Fill in the blank correctly, otherwise aid for school expense cannot be provided.

***If you don't live in Fussa city as of Jan.1. _____, please attach**

bank account

name of the financial institution	branch	number of branch	0	0	0
FUSSA	FUSSA	number of the account			
FUSSA bank shinkin bank JA credit union	type of the account	0	0	0	0
	1.ordinary 2.current 3.savings 4.others	name of the account holder by katakana letters			
		タロウ フッサ			

3 CERTIFICATE OF INCOME (for those who need to attach.)

* If you have two or more children enrolled at municipal elementary or junior high schools in Fussa, please paste the certificate on the Application Form for the eldest child

4. CERTIFICATE OF HOUSE RENT (for those who need to attach)

Please paste the certificate here.

■ Those who do not need to attach certificates is

- : who live in Fussa city as of Jan.1.2024 and report resident taxes.
- : who live in his or her own house.