

Notice Regarding School Expense Subsidies

The City of Yokohama government offers financial assistance for guardians of children attending municipal elementary schools and junior high schools if the guardian is experiencing economic hardship. Subsidies are available to cover the costs of, among other things, school supplies, school trips and school lunches.

If you are eligible under the "People Eligible for Assistance" section below and wish to receive subsidies, please read this notice carefully and apply as directed.

1. People Eligible for Assistance

- (1) People who receive public assistance and have a child in the sixth year of elementary school or the third year of junior high school (School trip expenses will be paid under the school expense subsidy system.).
- (2) People whose public assistance payments were terminated during the previous or current year.
- (3) People receiving a child-rearing allowance.
- (4) People with other special reasons and whose income is the limit amount or below.

【Minimum Amount of Income】

Number of family members	2	3	4	5	6	7	8	9	10
Gross income (Unit: 10,000s of yen)	380	446	497	562	620	689	742	798	832
Net income (Unit: 10,000s of yen)	250	303	344	396	442	500	548	598	628

- Please consult the school if you are in trouble with a special issue.
- People who apply to (3)-(4) above need certificate documents when applying. However, **people who live in the City of Yokohama and those ①Who receive child-rearing allowance ②Who declare taxes do not need to attach certification documents if they seal or sign a signature on the application form. The Yokohama City Board of Education will be checking things such as income.** However, if you ask the Board of Education to check your income information and other details but they are unable to do so, you may be asked to provide the documentary proof described above.
- In the case of number (3) above, you will need to provide a photocopy of your Certificate of Child-rearing Allowance (*jido fuyo teate shomeisho*) as documentary proof.
- In the case of number (4) above, the following types of documents are needed to confirm your income from the preceding year:

- Record of tax withholding (*gensen choshuhyo*, issued by your employer).
 - Certificate of income (*shunyu shomeisho*, issued by your employer).
 - Certificate of municipal and prefectural resident's tax payment/exemption (*shiminzei kenminzei kazei (hikazei) shomeisho*, issued by your ward office's Tax Division).
 - Copy of your income tax return form (*kakutei shinkokusho*, taxpayer's copy with a stamp of receipt from a tax office).
 - Notice of amount of municipal and prefectural resident's taxes collected by special collection (*shiminzei kenminzei tokubetsu choshu zeigaku tsuchisho*, issued by your ward office via your employer).
 - Notice of finalized amount of municipal and prefectural resident's tax payable (*shiminzei kenminzei zeigaku kettei nozei tsuchisho*, sent by your ward office around May each year).
 - Notice of pension payment (*nenkin furikomi tsuchisho*, sent by the Social Insurance Agency).
- If you are unable to obtain the appropriate certificate(s) or if your current income differs from the previous year, your latest salary payment slip will be sufficient.
 - If you wish to apply for a subsidy under (4) above and there are multiple income earners in your family, please submit documents for all income earners. Documents are not needed, however, for people who work part-time and are registered for tax purposes as a dependent of the main income earner.

2. Annual Subsidies for FY 2020

	School Supplies expenses etc.	School entrance preparations	Overnight -stay activities outside school	School trips expenses	School lunches	Club activities	Graduation Album expenses etc.
Elementary school year 1	16,680 yen (5,560 yen per trimester)	(63,100 yen)	Up to 3,690 yen	—	4,600 yen per month	Up to 2,760 yen	—
Years 2-5	18,950 yen (6,316 yen per trimester)	—	Up to 3,690 yen	—	4,600 yen per month	Up to 2,760 yen	—
Year 6	18,950 yen (6,316 yen per trimester)	79,500 yen	Up to 3,690 yen	Actual costs incurred that are covered by assistance	4,600 yen per month	Up to 2,760 yen	11,000 yen
Junior high school year 1	30,200 yen (10,064 yen per trimester)	(79,500 yen)	Up to 6,210 yen	-	—	30,150 yen (10,048 yen per trimester)	—
Year 2	32,470 yen (10,820 yen per trimester)	—	Up to 6,210 yen	-	—	20,100 yen (6,700 yen per trimester)	—
Year 3	32,470 yen (10,820 yen per trimester)	—	Up to 6,210 yen	Actual costs incurred that are covered by assistance	—	10,050 yen (3,348 yen per trimester)	8,800 yen

- School supplies expenses, etc. and junior high school club activities expenses are paid every year in three terms.
- If you apply for subsidies partway through the year, you may still be eligible to receive the full annual amounts if you have grounds for assistance back-dated to the beginning of the school year.
- School supply subsidies for students who enroll in a school partway through the school year (e.g., when transferring from another school) will be reduced accordingly.
- School entrance preparation expenses will, in general, be paid together to the person who receives the school supplies subsidy in April.
- People receiving school entrance preparation fee before elementary school entrance and people who received "entrance preparation fee" for junior high school during the 6th grade of elementary school will not pay a preparation fee.
- Expenses for overnight-stay activities outside school will be paid to those who

- participate in school trips.
- Unpaid school fees may be deducted from subsequent subsidies.

3. How to Apply

① Fill in the application form for school enrollment assistance subsidies. ② Seal (or sign a signature). ③ People who wish to make a bank transfer for aid expenses must fill out an "Account Transfer Request Form" and submit it to the school. People who do not seal or sign the consent must also attach a certificate (or a copy).

Application period: from _____ to _____

Notwithstanding the period shown above, those who meet the criteria listed in the "People Eligible for Assistance" section above may apply at any time before the end of February.

4. Payment Schedule

If your application is submitted and approved within the period shown above, school supply subsidies for the first trimester will be paid in late July, for the second trimester in late November, and for the third trimester in mid-March. Subsidies will be paid via your school. Notifications regarding payment dates and other details will be provided by the school.

If you have something you do not understand, please talk to the school that your child attends or to the Board of Education School Support/Regional Cooperation Division School Attendance Section (671-3270).

Submission deadline (MM/DD and day of the week)	/ ()
Submission location	School:
Contact person	Phone: ()

< How to Fill Out the Application Form >

※SAMPLE FORM ONLY. NOT VALID FOR APPLICATION.

FY 2020 School Expense Subsidy Application Form

<p>To: The Superintendent of the Yokohama City Board of Education</p> <p>I hereby apply for school expense subsidies as set forth below. I also grant power of proxy to the principal of my child's school regarding matters of billing, receipt, refunding and offsetting of subsidies, as well as the further granting of that power of proxy to others.</p> <p><u>Furthermore, I agree to allow the Board of Education check to my income and other relevant information.*</u></p> <div style="border: 1px solid black; padding: 5px; width: fit-content; margin-left: 10px;"> <p style="text-align: center;">2. Applicant (Child's guardian)</p> </div> <p>(1) Date (YYYY/MM/DD): ____ / ____ / ____</p> <p>Name: _____ (2) [seal] (3) Relationship: _____</p> <p>Address: _____ Ward, Yokohama City</p> <p>(4) Physical condition: _____ Date of birth: ____ / ____ / ____</p> <p>(5) Are you receiving pension? (No / Old-age / Disability / Surviving Family) Occupation: _____</p> <p>* If you do not agree, please cross out the <u>underlined portion</u> with double lines.</p>	<p>1. Child (student)</p> <p>Elementary School:</p> <p>Junior high School:</p> <p>Grade:</p> <p>Class:</p> <p>Name:</p> <p>Date of birth:</p> <p>(4) Physical condition:</p>
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(6) Family (not including applicant and child/student for whom you are requesting subsidies)							
No.	Name	(3) Relationship	(7)Income confirmation <small>Seal or sign a signature when agreeing</small>	Date of birth	(4) Physical condition	(5) Are you receiving pension? (If yes, which type?)	Occupation or name of school
3			Seal (Signature)			No / Old-age · Disability / Surviving Family	
4			Seal (Signature)			No / Old-age · Disability / Surviving Family	
5			Seal (Signature)			No / Old-age / Disability / Surviving Family	

If any family member's address differs from that of the applicant, please write both the name and address of that person.

◎Only those who are in 1st grade/1st year in junior high school and applies to the following descriptions should check. .

Currently receiving or applying an entrance preparation fee for the child/student him or herself (Includes cases of receiving in other cities or applying).

* It was paid in December in the City of Yokohama.

◎Everyone, please answer (Please check in the corresponding item).

(8) Reason for application

- 1. Are you currently receiving public assistance?
- 2. Have you received public assistance since April last year?
- 3. Are you currently receiving child-rearing allowance?
- 4. Or are you currently applying?

(1) Write the date on which you will submit your application form to the school.

(2) The applicant must stamp with their personal seal or sign.

(3) In the "relationship" section, write your relationship from the standpoint of the child.

(4) In the "physical condition" section, write "disability grade ____" (fill in the grade) if your child has a disability, or write "individual support classes" if your child is enrolled in individual support classes.

(5) If you are receiving surviving family pension or disability pension and are willing to give your consent, please attach a Pension Bank-transfer Notice (*nenkin furikomi tsuchisho*) and/or similar pension-related documentary proof to your application form.

(6) In the "family" section, indicate all people who live with you as well as those who do not live with you but rely on the same family budget.

(7) Please seal or sign a signature if you are a household member over the age of 18 and you agree to have your income, etc. checked. If you do not agree, attach the necessary documents.

(8) Confirm the reasons for applying for school enrollment assistance subsidies in turn from No. 1, and check only one to an applicable item.

● This is not an actual application form; it is a sample.
When applying, please use an official application form.

Please submit only one sheet if you have two or more children in the same school.

Date: (YYYY/MM/DD): ___/___/___

Applicant (child's guardian)

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Address _____

Name _____

Application for Receipt of School Expense Subsidies (Cum Account Transfer Request)

We ask as the following, regarding receipt of the school assistance enrollment subsidies for 2020.

(Please check to either one.)

Receiving method

I request an account transfer.

(Limited to the applicant's account written in the application form)

I will accept it in cash. (Please come to the school where your child goes to and receive it)

The following should only be written for those who request an account transfer.

To: The Principal of Yokohama Municipal _____ School

I hereby request that subsidies be transferred into the following bank account.

Financial Institution	Bank		Branch
Account Type and Number	Ordinary Account / Checking Account		
Account Holder <i>Furigana</i>			
Account Holder (Applicant)			

Important Notes:

1. Only the bank account of the applicant (child's guardian) may be used. Children's accounts are ineligible.
2. Please be aware that if you incorrectly write your bank account, we will not be able to transfer properly and you will have to bear the commission paid to the bank.
3. Make sure to confirm the financial institution name, your account type and number, and the account holder name in your bankbook before filling in any information.
4. Fill in your child's grade, class and name.
5. Make sure to write the Japanese *furigana* (reading) for the account holder name.

Please write the school year/group/name of the child you are applying for.

Grade:	Name	Grade:	Name
Class:		Class:	

1. Please submit in advance to start the transfer procedure immediately after the decision, although you are not certified yet this fiscal year. We will destroy this document if you are not certified.
2. If any of your bank account information changes partway through the year, please inform your school immediately.
3. Unpaid school fees may be deducted from subsequent subsidies (in amounts equal to the unpaid portions).
4. Because school lunch fees will be transferred directly from the school expense subsidies following approval, school lunch fee payments will not be withdrawn from your account. Any such payments that have already been withdrawn will be refunded to their original account.