

To Parents/Guardians

Notice of School Expense Subsidy System (*Shuugaku Enjo*) in School Year 2024 (the 6th year of Reiwa)

Matsubara City has a subsidy system to compensate for partial school expenses in order to support parents/guardians with financial difficulties in sending their children to public elementary and junior high schools.

1. Application period and other information

- (1) Applications are accepted between Wednesday, 24 January and Wednesday, 7 February 2023 (Reiwa 5th), except weekends and holidays.
- (2) Reception places and hours: at school between 8:30 am and 5 pm.
: in the City Hall between 9 am and 5:30 pm.
- (3) You may submit the application either at your child's school or Educational Personnel Section (*Kyoshokuin-ka*) of the Board of Education Secretariat on the 5th floor of City Hall.
(If your children attend an elementary school and a junior high school, please submit the application to either one of those schools or Educational Personnel Section at the Board of Education Secretariat.)
※ If you are applying under special conditions, you need to submit applications to both schools separately

2. Notes

- You need to apply for the subsidy each school year, because the provision of the subsidy is determined by your annual income of 2022 (Reiwa 4th). In case that your application is made after June 2024, the provision is decided by your annual income of 2023 (Reiwa 5th).
- Any 6th grader of elementary school or 3rd year student of junior high school in 2024 (Reiwa 6th) school year whose family is under the livelihood protection scheme are eligible for the school trip compensation. To receive the compensation, you need to apply for the subsidy *before* the child go on the trip.
- Till Wednesday, 5 February 2025 (Reiwa 7th) the application is actually accepted even if you failed to apply between the period mentioned in 1-(1). In this case, the subsidy will be monthly calculated per item from the month that we accept your application.

Municipal tax and other local taxes are essential for administrative management in social welfare and public education. When applying for the school expense subsidy, please be understanding of and cooperative with tax payment regulations, as this will help provide a secure and safe living environment for all residents.

3. Who are eligible to receive the school expense subsidy?

Guardians whose children attend Matsubara City municipal elementary and junior high schools, who live in Matsubara City and who are under conditions below are eligible to receive the subsidy.

(1) Total income of the household (the sum of income of all the member of the household) in 2022 (Reiwa 4th) is below the accreditation criteria and, therefore, needs the school expense subsidy. (If the application will be made after June, the total income of 2023 (Reiwa 5th) is applicable.)

Criteria by the number of household members

※After the 5th member, 330,000 yen per person is added to the total annual income.

Number of household members	2	3	4	5
Total annual income (Sum of income)	1,847,600 yen	2,177,600 yen	2,507,600 yen	2,837,600 yen

Example 1. For a family of 3 with a father, a mother and a child, the total annual income should not exceed 2,177,600 yen.

Example 2. For a family of 6 with a grandfather, a grandmother, a father, a mother and two children, the total annual income amount should not exceed 3,167,600 yen.

※If the total income includes earned income and/or social security income, 100,000 yen should be deducted from each income of those kinds.

※The family is not eligible when its income falls below the amount after receiving special tax exemptions due to purchasing residential property.

※Those who wish to apply for the school expense subsidy must have completed filing their taxes. The income tax return is mandatory even if you do not earn any income or you have your dependent(s) earning income.

※Before applying for the subsidy, please check the total income of all the members of your household with tax withholding slips, tax notices of municipal taxes and related statements to make sure the total amount falls below the criteria mentioned above.

※Please put all the names of members living together even some members belong to different families.

(2) The total income exceeds the criteria above but needs school expense subsidy due to a sudden change of financial situations caused by special circumstances including the cases mentioned below.

- The guardian's unemployment, hospitalisation or any other sufficient reason causes a sharp decrease of the family's income compared with the previous year, which makes them face financial difficulty.
- The family loses assets due to fire or accidents, leading them to financial difficulty.
- Educational consideration is needed due to other special conditions.

※In case of an application under special conditions, the result will be available after screening of application materials.

4. Application form distribution

Application forms will be distributed either at your child's school or Educational Personnel Section at the Board of Education Secretariat (on the 5th floor of City Hall) from January. If you wish to apply, please contact one of these locations.

5. Application submission (**No postal mail submission accepted**)

An applicant will be given a receipt slip at the time of submission. Please keep the receipt until you receive a result notification.

6. What to bring when you apply

- If your household's total income is below the cut-off amount:
 - (1) Application form (and letter of proxy) for School Expense Subsidy for Matsubara City Pupils and Students
 - (2) Personal seal (*mitome-in*, a casual hanko is accepted, but NO *shachihata* type self-inking rubber stamp)
 - (3) Supporting documents:
 - (i) For the application made by 31 May

If you are not a registered Matsubara City resident on 1 January 2023, you have to attach your income certificate. So please visit the municipal office where you have your residency registration on 1 January 2023 and obtain the income certificate of the fiscal year of 2023/Reiwa 5th, which is based on your annual income in 2022/Reiwa 4th.
 - (ii) For the application made after 1 June

If you are not a registered Matsubara City resident on 1 January 2024, you have to attach your income certificate. So please visit the municipal office where you have your residency registration on 1 January 2024 and obtain the income certificate of the fiscal year of 2024/Reiwa 6th, which is based on your annual income in 2023/Reiwa 5th.
- ※ If two or more household members have sources of income, you need to attach the income certificate for each one of income earners.
- For those who intend to apply due to special conditions although the household's total income is above the cut-off, you will need to attach documents that can verify your condition in addition to (1), (2) and (3) mentioned above. Acceptable documents include a letter of resignation (*rishokuhyo*), a certificate of hospital admission, a certificate of disaster victims, your most recent salary slips, etc.
 - ※ Describe your special conditions in detail on the back side of (1) Application form.
 - ※ A certificate from the principal of your child's school is required. Please consult with the school in advance. In this case, submit your application to your child's school. If your children attend both elementary and junior high schools, separate applications are needed.

7. Result of screening and payment method

- Letter of Notification showing the result of screening (approved or rejected) for the initial-period application will be sent by postal mail in April.
- The Letter of Notification is required when issuing medical tickets and other official documents. Please keep this for one year from the issuance date of the receipt.
- Payments are made twice a year in May and October.

As for school material expenses and school lunch expenses, they will be provisionally paid once a year in May, which will be adjusted in March in the following year (in the end of the school year).

- **The subsidy will be paid to the school principal's account at once in a lump, if and after guardians are agreed to the way of payment.**

※ Even if you obtain an approval and the subsidy for part of the child's schooling cost, you are still obliged to pay out the rest of the cost related to child's schooling.

8. Support fund items and amount of payment

	Paid amount (Per year)	School materials	School lunch	Out-of-school activities (Without an overnight trip)	Out-of-school activities (An overnight trip) (For applicable grades)	School trip (For an applicable grade)	Medical costs
Elementary school	All grades	11,100 yen	Actual cost	Actual cost (Up to 1,510 yen)	Actual cost (Up to 3,470 yen)	Actual cost (Up to 21,000 yen)	Medical coupons are issued
Junior high school	All grades	21,700 yen	Actual cost	Actual cost (Up to 2,180 yen)	Actual cost (Up to 5,840 yen)	Actual cost (Up to 48,000 yen)	

- ※ When you apply during the initial application period and the subsidy is granted on 1 May, you are exempt from paying the casualty insurance premium (460 yen) for Mutual Benefit System provided by National Agency for the Advancement of Sports and Health.
- ※ For the 6th grader at elementary school and the 3rd year student at junior high school whose families are on welfare subsidy (*Seikatsu Hogo*), only school trip cost is covered by the subsidy. (Education allowance except school trip is already included in the welfare subsidy based on Public Assistance Act. No one may receive any public subsidy from two or more sources.)
- ※ Each amount indicated in the chart above is the amount paid in the school year of 2023 (Reiwa 5th). Please note that the amount may be changed.

《About medical cost assistance》

- Medical cost assistance is provided if a child has a school medical check-up or medical consultation and consequently is directed to receive medical treatment for the diseases prescribed by the School Health and Safety Act.
- The following are diseases prescribed by the School Health and Safety Act:
 - 1) Trachoma and conjunctivitis (except allergic diseases)
 - 2) Ringworm, scabies, and impetigo (dermatological diseases)
 - 3) Middle ear infection
 - 4) Chronic sinus infection (except allergic) and adenoid (ENT diseases)
 - 5) Teeth cavities
 - 6) Parasite diseases

(Notes)

- Before going to medical institutions, please obtain a medical coupon at the Board of Education Secretariat office. Bring two documents along, namely 'Notice for medical test results' and 'Letter of Notification (approval of the Subsidy)' to the office and they will issue

medical coupons right away.

- If you give the coupon to the clinic after treatment, the cost will be directly paid to the clinic.
- If you receive treatments without the coupon, the payment you pay at the clinic will not be reimbursed.

For details, please contact your child's school or Educational Personnel Section
(*Kyoushokuin-ka*) at the Board of Education Secretariat.

Educational Personnel Section, Matsubara City Board of Education Secretariat
Phone: 072-334-1500 (tell the operator that you are speaking to *Kyoushokuin-ka*.)