

The English below is a translation from the original and shall not be regarded as official document. The English text has been provided merely as a reference. Please note that any official rules are based solely on the Japanese text.

Tuition Fee Exemption for the first semester for Sudden Income Loss due to the COVID-19 situation

If you meet both "1. Applicant" and "2. Application criteria" listed below, you can apply for the Tuition Fee exemption for the first semester for Sudden Income Loss due to the COVID-19 situation. Tuition Fee exemption on this appendix is different from the regular Osaka University Tuition Fee Exemption for the first semester and selection will be made based on different criteria.

The Tuition Fee Exemption will be sponsored by the government's special budget, in case the government does not provide the special budget, your application will be forwarded to the regular Osaka University Tuition Fee Exemption.

Note 1. If you are eligible for **高等教育修学支援制度(receiving financial support or planning to apply), apply for its 家計急変採用.**

Note 2. Student, "2. Application criteria" on the instructions do not apply to and wishes to apply for the regular Osaka University Tuition Fee Exemption, read "Instructions for Application for Osaka University Exemption, Deferred Payment or Payment by Installments of the Tuition Fee" and apply for the Tuition Fee Exemption. If you do not meet the requirements in the instructions, you cannot apply.

Application instructions vary depend on student, please apply with the right application instructions (Undergraduate Enrolled in 2021・・・Application Instructions 【A】, Undergraduate admitted in/before 2020・・・Application Instructions 【B】, Graduate Student・・・Application Instructions 【C】).

1. Applicant

Due to the COVID-19 situation, undergraduates and graduates with decreased household supporter 's(※1) income(※2) compared to the time before the outbreak.

※1 Household supporter

- Household supporter for application category "General" is applicant's father/mother, or the person supporting the household in place of the applicant's father/mother.
- Household supporter for application category "Self-supporting student" is applicant and the applicant's spouse
- Household supporter for application category "Un-sponsored international student" is applicant and the applicant's spouse (in case the spouse lives in Ja

Application category	Requirements
General student	The applicant does not fall under either of the below two categories.
Self-supporting student*	All of the following three conditions must be met: 1. The applicant does not live with applicant's father/mother or Household Supporter (nor with the spouse's father/mother). 2. The applicant (and/or applicant's spouse) earns an income for which an income tax return is filed and an income certificate is issued. 3. The applicant does not qualify as a dependent of applicant's father/mother or Household Supporter under the Income Tax Act.
Un-sponsored international student	The applicant is a privately financed student with a visa status of "Student."

* In principle, "Self-supporting student" is an applicant who earns (and/or applicant's spouse earns) sufficient and continuous income to cover all the expenses for a whole year and make living on his/her/their own income. In case of doubt, the university will check the requirements and advise the applicant to change the application category to "General student".

※2 Income

- Calculate your income based on documents (wage slip etc.) show decrease after the COVID-19 situation
Salaried Employee・・・In principle, household supporter's income in the latest three months multiplied by 4 (refer to Form13-1 or 13-2)
Worker other than salaried employee (self-employed worker)・・・Household supporter's net income (gross income minus expenses) in the latest three months multiplied by 4 (refer to Form13-3)

2. Application criteria

Applicant must meet both (1) and (2)

- (1) Receipts of financial support from the national or local public organization for business owner or individual who suffered income decrease due to the COVID-19 situation
or
document shows income of household supporters was decreased by more than 50% compared to the income in 2019 can be submitted.

- (2) Income after the COVID-19 situation stays within income limit for tuition fee exemption.

*The university will check (2), there will be no further step for applicant.

3. Required documents

No.	Required Documents	
1	All the required documents for Osaka University Tuition Fee Exemption application for the first semester (April-September) in Academic Year 2021. Note 1. Application instructions for "Osaka University Tuition Fee Exemption application for the first semester (April-September) in Academic Year 2021" vary depend on student, please apply with the right instructions Instructions 【A】...For Undergraduate Enrolled in 2021 Instructions 【B】...For Undergraduate admitted in/before 2020 Instructions 【C】...For graduate students Note 2. If you apply for "Tuition Fee Exemption for the first semester for Sudden Income Loss due to the COVID-19 situation" on this appendix, complete application process ❶register in Online Application System and ❷submit all the required documents indicated in the Instructions 【A】~【C】 by the deadline. If you do not complete these 2 steps by the deadline, your application cannot be accepted.	r e q u i r e d
2	Income (tax) certificate of FY2020 (for income earned during 2019) Original	
3	① Document shows income of household supporters was decreased by more than 50% compared to the income in 2019 【Form13-1 or 13-2 and last 3 month salary slips】 ② Documents shows gross income, expenses and net income in the latest 3 months 【Form13-3 and documentary evidence】 ③ Receipts or official documents of financial support from the national or local public organization for business owner or individual who suffered income decrease by the COVID-19 situation ※For details, visit JASSO's website below. Public supports follows supports listed on JASSO's website. See "List of public supports approved as sudden income loss due to the COVID-19. " JASSO's website https://www.jasso.go.jp/shogakukin/kyufu/kakei_kyuhen/coronavirus.html	① o r ② r e c o m m

4. Registration in the Online Application System / Application period

Registration period: 0:00 on March 9 (Tue.), 2021 to 16:30 on April 6 (Tue.), 2021 (Strict deadline)

URL of Online Application System : <https://cs-web.osaka-u.ac.jp/menjo/>

Application period: 8:30 on March 9 (Tue.) to 16:30 on April 8 (Thu.), 2021 (Strict deadline)

5. Where to Submit

Submit to : Suita Student Centers

※Application documents, if sent by Japan domestic postal service, must be postmarked by April 8 (Thu.)

Suita Student Center, Osaka University 1-1 Yamadaoka, Suita, Osaka 565-0871

大阪大学免除申請者(申請者本人)

学籍番号								氏 名
------	--	--	--	--	--	--	--	-----

新型コロナウイルス感染症の影響による
支払(見込み)証明書

(給与所得者の方が新型コロナウイルス感染症の影響を受け減収した場合に使用)

【給与所得者用】

◆ 事業主の方へ、記入上のお願い

- ① ※印は該当する項目に○印を付けてください。
- ② 「5」の欄は、直近3カ月の勤務実績に基づく給与明細書等をもとに、各種控除前の給与総額から、通勤手当を差し引いた「支払総額」を記入してください。
- ③ 「6」の欄に記入する年間支払見込額は、賞与がある場合、「5」の欄で算出した直近3カ月分合計額×5倍、賞与がない場合は、「5」の欄で算出した直近3カ月分合計額×4倍で算出した額を年間支払見込額として所定の欄に記入してください。

1. 氏 名			
2. 採用年月日	年	月	採用
3. 勤務態様	※ 常 勤 ・ パート(非常勤)		
4. 賞与(ボーナス)の有無	※ 有 ・ 無		
5. 給与支払金額 (直近3カ月分)	年 月 支払分	支払額(税込)	円
	年 月 支払分	支払額(税込)	円
	年 月 支払分	支払額(税込)	円
	直近3カ月分合計	支払額(税込)	円
6. 年間支払見込額	賞与(ボーナス)がある場合 「直近3カ月分合計」 × 5 =		円
	賞与(ボーナス)がない場合 「直近3カ月分合計」 × 4 =		円
備 考			

上記のとおり相違ないことを証明します。

年 月 日

(給 与 支 払 者)

所 在 地 _____

事業所名又は店名 _____

職 名 ・ 氏 名 _____ 印 _____

※代表者等ではなく、給与支払担当者の証明でも構いません。

Applicant

Student ID Number							Name
-------------------------	--	--	--	--	--	--	------

Document of Earnings Form
(Sudden Income Loss due to the COVID-19 situation)
【For Salaried Employee】

Employee Name	Relation ()
---------------	--------------

◆ Instructions

- The Form 13-2 is only for those who can NOT get the Form 13-1.
- Applicant who meets the condition below, please calculate expected annual wage based on the latest 3 months wage slips right after the event of household change.

Applicant who can provide documents that show income was decreased by more than 50% compared to the income in 2019 due to the COVID-19 situation.

【How to calculate expected annual wage】

With bonus : Average monthly wage of the lastest 3 months(basic wage(before deduction)-commuting allowance) $\times 5$
=expected annual wages

Without bonus : Average monthly wage of the lastest 3 months(basic wage(before deduction)-commuting allowance)
 ×4=expected annual wages

Fill in the table below. Please tick the applicable box.

In order from oldest to newest ↓	Place of employment (Company name)		
	Bonus applies: ☐ Yes ☐ No	Bonus applies: ☐ Yes ☐ No	Bonus applies: ☐ Yes ☐ No
Month	Yen	Yen	Yen
Month	Yen	Yen	Yen
Month	Yen	Yen	Yen
Month	Yen	Yen	Yen
Month	Yen	Yen	Yen
Total	Yen	Yen	Yen
Expected Annual Wages (With bonus)	Total (Latest 3 months) ÷ 3 × 5 = Yen	Total (Latest 3 months) ÷ 3 × 5 = Yen	Total (Latest 3 months) ÷ 3 × 5 = Yen
Expected Annual Wages (Without bonus)	Total (Latest 3 months) ÷ 3 × 4 = Yen	Total (Latest 3 months) ÷ 3 × 4 = Yen	Total (Latest 3 months) ÷ 3 × 4 = Yen

Please prepare document by photocopying wage slips to size A4 paper, and attach by either pasting or stapling (on the top left) behind this form. Document should be immediately visible when this page is turned.

- Wage slips should be arranged according to the order recorded above.
- Please photocopy this form if multiple pages are required.
- If wage slips are smaller than A4 paper size, attache on a size A4 paper.

学籍番号							
------	--	--	--	--	--	--	--

様式13-3 (家計急変用)

新型コロナウイルス感染症の影響による収入申立書(両面印刷)
(給与所得者以外の方が新型コロナウイルス感染症の影響を受け減収した場合に使用)
【自営業者用】

学部名・研究科名	学年	氏名
	学部・修士・博士 年	

私は、令和3年度前期分授業料免除申請時現在、下記①②のいずれかに該当し、新型コロナウイルス感染症の影響により減収したことを下記のとおりに申し立てます。

- (条件)
- ① 国や地方公共団体が新型コロナウイルス感染症の感染拡大による収入減少があった者等を支援対象として実施する公的支援の受給証明書を提出できる。
 - ② 家計急変後の家計支持者の所得が2019(令和元)年の所得と比較し1/2以下となっていることを示す書類が提出できる。

【A】

申立者(家計支持者)の氏名(署名)	申請者との続柄
-------------------	---------

減収の理由(業種・業態、収入減少の理由、前年同期と比較した収入等の減少率等を詳細に書いてください。)

【B】

	「直近13か月」の収入(売上)金額・必要経費・所得金額 ※以下の注意事項参照のこと。					「前年同期13か月」間の収入(売上)金額・必要経費・所得金額 ※以下の注意事項参照のこと。			
	年/月	収入金額	必要経費	所得金額		年/月	収入金額	必要経費	所得金額
内訳	/	千円	千円	千円	内訳	/	千円	千円	千円
	/	千円	千円	千円		/	千円	千円	千円
	/	千円	千円	千円		/	千円	千円	千円
直近3カ月合計		千円			前年同期3カ月合計		千円		

- (注意事項)
- 1 家計支持者が、自営業を営んでおり、新型コロナウイルス感染症の影響を受け減収した場合は提出してください。
 - 2 減収したことの証明のため、以下の2種類の書類を必ず添付してください。
 - 令和元年度確定申告書控 第一表及び第二表の写 ※税務署の申告印(電子申告の場合は受付日時)が確認できるもの
 - 所得の減少状況を証明する書類(【B】欄に記載した額の根拠書類)
 - 3 給与所得(専従者給与、役員報酬含む)者の場合は、この様式ではなく、様式13-1、又は様式13-2と直近3カ月分給与明細を提出してください。

