

# Example for Filling out the Application Form for School Expenses

## Notes on filling out the form

FY 2020 (Reiwa 2)

- Fill in the bold areas of the form by referring to this example.
- This is a duplicate form. Use a ballpoint pen and press hard.
- If you make a mistake, mark it with double lines and write the correct information in a blank part.
- Submit only the application form (in duplicate) to the school after removing this example page.

\*If there are discrepancies between the Japanese document and the English translation, the contents of the Japanese version will be given preference.

- Read the backside carefully as supporting documents vary by reason for application.
- Investigations may be made based on your application form. If there is any omission of income or false information, approval may be canceled and you may have to return the money or items provided to you.
- Write the name of the bank account holder (applicant's name) and the bank account number correctly.
- Bank transfers will not be made if the name or number is wrong.
- Please fill in the yellow parts using Japanese or numerals.

Please make sure to write the applicant's savings account information, and attach a copy of their bank book for confirmation (the account of a child/student cannot be used).

Enter the applicable bank code by referring to the table on the back of the application. Write the branch and account numbers correctly by checking your bankbook. Your application may not be processed properly if any errors

Application for school expenses assistance in FY 2020

To: Sapporo Board of Education

I hereby apply for school expenses assistance. I agree to, once my application is accepted, designate the principal or the elementary school/junior high school/secondary educational school as my agent to entrust the matters stated below concerning school expenses assistance for FY 2020.

- Matters concerning the receipt and appropriation of funds for school lunch charges and school trip expenses
- Matters concerning the receipt and appropriation of funds for school supplies and extracurricular activities involving overnight accommodation in case of delinquency in payment of school-related fees
- Matters concerning the refunds in case of overpayment in 1 and 2 above.
- Matters concerning the appointment of a subagent

Date of submission: 2020Y 2 M 13 D

Katakana: サッポロ タロウ

Applicant: Sapporo Taro

Financial institution: Chuo Shinkin Bank, Kita Branch

Address: Room 203, Lebens Kita 2-jo, 1-1, Kita 2-jo Nishi 2-chome, Chuo-ku

Student 1

Grade on April 1, 2020: 1

Name: Sapporo Saburo

Sex: Male

Relationship: Second son

Date of birth: 19 year 11 month 12 day

Receipt of school expenses assistance for FY 2019: No

Student 2

Grade on April 1, 2020: 3

Name: Sapporo Ichiro

Sex: Male

Relationship: First son

Date of birth: 17 year 4 month 14 day

Receipt of school expenses assistance for FY 2018: No

Student 3

Grade on April 1, 2020:

Name:

Sex:

Relationship:

Date of birth:

Receipt of school expenses assistance for FY 2018: No

Name	Relationship with the applicant	Sex	Date of birth	Age	Place of work or school grade (write unemployed if you are unemployed)	Total income in 2015 (incl. income from part-time jobs)
Sapporo Taro	Applicant	Male/Female	51Y 11M 24D	43	Unemployed	1,739,560
Kyoko	Wife	Male/Female	53Y 4M 30D	41	xx Supermarket (part-time)	357,000
Michiko	First daughter	Male/Female	17Y 1M 30D	15	Scheduled to enter xx high school	
Hanako	Second daughter	Male/Female	22Y 1M 31D	10	5th grade at xx elementary school	
Sato	Mother	Male/Female	23Y 12M 14D	71	Unemployed	Bereaved family pension
		Male/Female	Y M D			
		Male/Female	Y M D			
Total (excluding the student(s) mentioned on the left)						2,096,560

Reason for application (circle the applicable number)

- Welfare assistance (seikatsu hogo) was cancelled or annulled on or after April 2019.
- Received child-rearing allowance on or after November 2019.
- All members of the household are exempt from municipal tax payment in 2019 or 2020.
- Income or earning in 2019 was lower than the limit amount.
- Other ( )

The head of the household had worked for xx Co., Ltd. since February 2019, but the company went bankrupt in August of the same year. Although his wife is working part-time, the income is low and the family is having financial difficulties. The head of the household is still seeking employment.

\* If there is any false statement in your application, you may have to return money or items provided to you.

Please fill in the date of birth using the Japanese Calendar system. If you don't understand, please ask the teacher for assistance.

T: Taisho  
S: Showa  
H: Heisei

Write the current place of work (name of the company, shop, etc.). Also specify the form of work (e.g., workman, part-time worker).

For an unemployed person, write "unemployed" instead of leaving the column blank.

For a student, write the name of the school and grade (from April 1, 2020).

Circle the applicable answer concerning the receiving status of childcare allowance.

In the case of a single-parent family not receiving child-rearing allowance, specify the reason in the applicable field.

\*Child-care Allowance is provided mainly to single-parent families. Be careful not to confuse it with Child Allowance or Special Childcare Allowance.

**Deadline**

**By February 17 (Mon.)** for the following applicants (**by March 16 (Mon.)** if you have to file an income tax return)

- Guardians of children/students who will go to the same school in the following academic year
- Guardians of first grade students with siblings in the same school

**By April 17 (Fri.)** for the following applicants

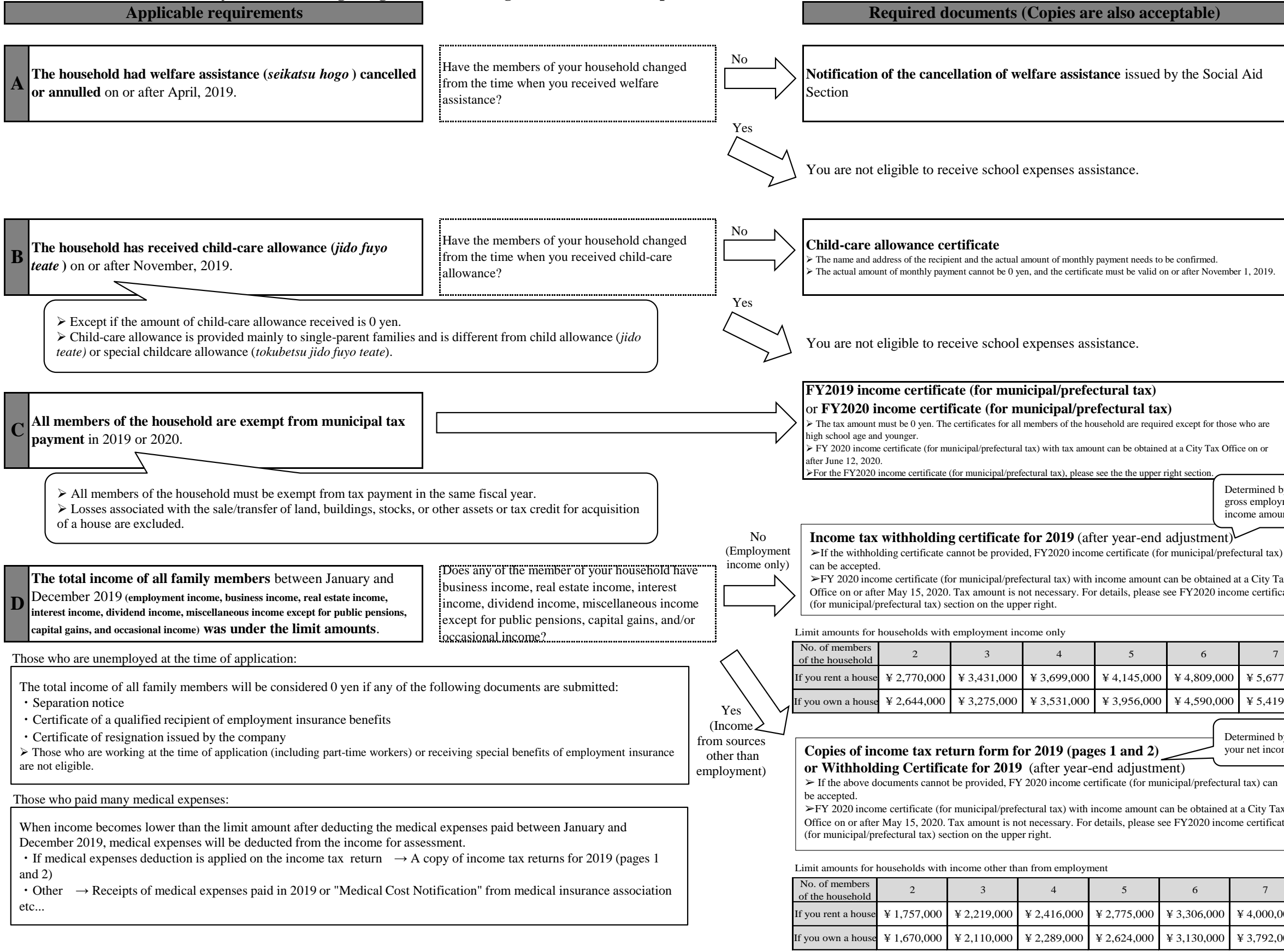
- Guardians of first grade students without siblings in the same school
- Guardians of children/students who will go to a different school from April

**Contact**

**Please contact the school of your child(ren) directly.**

# Applicable requirements and necessary supporting documents

Households that fall under any of the following categories A-D are eligible for the school expenses assistance



< Single-parent Households >  
**Single-parent households are required to submit a copy of the child-care allowance certificate** regardless of the requirements above

- If the single-parent household does not receive child-care allowance, please fill in the reason.
- If you are applying for child-care allowance and the child-care allowance certificate has not yet been issued, submit the acceptance slip of child-care allowance related documents issued by the ward office at the time of application in addition to the necessary supporting documents.

**FY2020 income certificate (for municipal/prefectural tax)**

If you submit the FY2020 income certificate (for municipal/prefectural tax), submit the application form to the school by the due date and then submit the certificate as soon as it is issued. (The certification will be effective retrospectively from the beginning of the year if submitted by June.)

If the 所得控除額の合計額 (*shotokukoujoku no goukeigaku*) is left blank, the year-end adjustment has not yet been done and therefore the certificate is invalid.

**Gross employment income & Net Income**

- Withholding certificate**

The 支払金額 (*shiharai kingaku*) is your gross employment income (income before all deductions)

The 給与所得控除後の金額 (*kyuyoshotoku koujo go no kingaku*) is your net income.

- Income tax return form**

The 所得金額の合計 (*shotoku kingaku no goukei*) is your net income.

- Income certificate (for municipal/prefectural tax)**

The amount in the 合計所得金額 (*goukei shotoku kingaku*) line is your net income.

The amount in the 給与収入 (*kyuyo shunyu*) line is your gross employment income

Limit amounts for households with employment income only

No. of members of the household	2	3	4	5	6	7
If you rent a house	¥ 2,770,000	¥ 3,431,000	¥ 3,699,000	¥ 4,145,000	¥ 4,809,000	¥ 5,677,000
If you own a house	¥ 2,644,000	¥ 3,275,000	¥ 3,531,000	¥ 3,956,000	¥ 4,590,000	¥ 5,419,000

Limit amounts for households with income other than from employment

No. of members of the household	2	3	4	5	6	7
If you rent a house	¥ 1,757,000	¥ 2,219,000	¥ 2,416,000	¥ 2,775,000	¥ 3,306,000	¥ 4,000,000
If you own a house	¥ 1,670,000	¥ 2,110,000	¥ 2,289,000	¥ 2,624,000	¥ 3,130,000	¥ 3,792,000