

4 Steps from Application to Subsidization

① How to obtain the application form

Application form are distributed at Sendai City municipal school offices starting from April 2024.

Please enquire to the school clerk of the school where your child is enrolled in.

The form is also available for download on the website of the Sendai Board of Education.

◎How to access the page: Homepage of the Sendai Board of Education 【Japanese only】

> “Applications • Procedures (各種申請・手続き)”

> “Financial Aid for Educational Expenses System (就学援助制度)”



You can access the page from this QR code

② Application procedure and deadline

• Applications can be submitted at any time to schools starting from April 2024.

• For those whose child is in first grade of junior high school in FY 2024, please submit the completed application to your child’s school office.

• Please submit the application to your child’s school by Tuesday, April 30 2024 if you would like to be certified for April.

* If it takes time for any of the required documents to be issued, please submit the application form in advance.

* If your children are respectively enrolled in elementary and junior high school, please submit an application to both schools.

③ Screening by the Board of Education and Result Notification

• The screening results will be notified via your child’s school.

• When required documents are insufficient, the school will send out a written notice to ask for additional documents.

Please note that if said documents were not submitted by the deadline, your application will be declined.

④ Payment of the subsidy

• The subsidy (excluding school lunch expenses and medical expenses) will be transferred to your bank account which you designated at the time of application.

5 For School Lunch Expenses

① Those who are eligible for this aid system as of March 31 2024, and applied for it within the month of April, 2024

• You do not need to pay the expenses until you receive the screening result notification.

• However, you will be retroactively charged starting from the date when school lunch began if you were not certified.

② Those who will apply for the FY2024 aid system for the first time

• You have to pay the expenses until you receive the screening result notification.

• If you were certified, the school lunch expenses that you paid will be reimbursed according to the date of certification.

• However, individuals to whom ① is applicable and who has another child that they are newly applying for do not need to pay the expenses until they receive the screening result notification.

* If you are applying after May 2024, you will have to pay the expenses up until submitting your application.

【Inquiries】

About:

The aid system and the application procedure→ School clerk of your child’s school TEL 022 -()-

* For those whose child is in first grade of junior high school in FY 2024, please submit the completed application to your child’s school office.

This notice → Scholarship Coordination Subsection, School Affairs Section, Sendai Board of Education

TEL 022 - 214 - 8861

School Lunch Expenses → School Lunch Administration Subsection, Health Education Section, Sendai Board of Education

TEL 022 - 214 - 0008

【Sendai City municipal elementary school and junior high school (including secondary schools)】

Notice of Financial Aid for Educational Expenses System for FY 2024

The City provides an aid for educational expenses including school supplies and school lunch expenses, etc. for households experiencing financial hardship.

Please apply to the Sendai City municipal school where your child is enrolled in if you wish to apply for this aid.

Please refer to page 4 for how to apply.

Annual application is required for households eligible to receive school expense subsidies up until March 31, 2024

1 Content of Subsidy

Expenses to be subsidized	Elementary School Year		Junior High School (JHS) Year		Payment period (tentative)	Remarks
	1	2 to 6	1	2 and 3		
School supplies, etc.	¥11,630 / year	¥13,900 / year	¥22,730 / year	¥25,000 / year	October and March	The yearly amount is divided into two payments. If you were certified in the middle of a fiscal year, the amount of payment will be calculated on a monthly basis.
School supplies for entrants (Subsidized after enrollment)	¥54,060	—	¥63,000	—	July	Those who were not subsidized before enrollment and who were certified on April 1, 2024 are eligible.
School supplies for entrants (Subsidized before enrollment in JHS)	¥63,000 (6th year)		—		March	Those who became certified by the designated date and will NOT be moving out of the City
School trips	Actual cost (excludes part of the expenses)				After Expense Adjustment	Only events held on or after the date of certification are eligible for subsidization.
Activities outside of school	Over-night stay	Actual cost (excludes part of the expenses)			After Expense Adjustment	
	Day trips	Actual cost (excludes part of the expenses) 【Up to: ¥1,600】	Actual cost (excludes part of the expenses) 【Up to: ¥2,310】		March	
Commuting	Actual cost *One-way commute distance of 4 or more kilometers		Actual cost *One-way commute distance of 6 or more kilometers		October and March	Only if the student uses public transportation to commute to a designated school
Sports equipment	—		Actual cost 【Upper limit: Judo/¥7,650 Kendo/¥52,900】		March	Only those who purchased designated gear for Judo or Kendo used in physical education class are eligible
Graduation year book purchase	Actual cost 【Upper limit: ¥11,000】		Actual cost 【Upper limit: ¥8,800】		March	Those who purchased a graduation year book
Student council	—		Actual cost 【Upper limit: ¥5,550】		March	Those who paid student council expense to the school
School lunch	Actual cost (Expenses after the day of certification will be borne by the Board of Education)				—	Refer to “5. For School Lunch Expenses” on page 4.
Medical	Actual cost (Paid directly from the Board of Education to a medical institution) * Restricted to 【Tooth cavity, chronic sinus infection, inflammation of the inner ear (otitis media), adenoid enlargement or vegetation, conjunctivitis (caused by viral infection), ringworm, scabies, impetigo, parasitic disease, and trachoma.】				—	Please consult the school clerk in charge of medical tickets before bringing your child to a medical visit.

* The above list shows the yearly subsidy amounts in FY2023. The subsidy amounts in FY2024 will be announced around April in places such as the website of the Sendai Board of Education.

* This financial aid system is for covering the expenses listed above; it is not for the exemption of school expense payment.

2 Certification Requirement and Documents Necessary for Application

Those who are not receiving welfare and fulfil any of the following requirements are eligible.

No.	Certification Requirements																		
1	<p>Financial Reason [Eligible when the total income of all family members is below the certification criteria, which is calculated in terms of the number of family members and the age composition]</p> <p>The definition of “family members” in terms of this aid system refers to <u>all residents living at the same address, including members whose resident record are separated, and those who are living elsewhere due to reasons such as working away from home.</u></p> <p>■ Approximation of the certification criteria</p> <table border="1"> <thead> <tr> <th>Number of family members</th> <th>After-tax income</th> <th>Annual income (reference)</th> </tr> </thead> <tbody> <tr> <td>2</td> <td>Approx. ¥2,231,000</td> <td>Approx. ¥3,300,000</td> </tr> <tr> <td>3</td> <td>Approx. ¥2,794,000</td> <td>Approx. ¥4,040,000</td> </tr> <tr> <td>4</td> <td>Approx. ¥3,154,000</td> <td>Approx. ¥4,488,000</td> </tr> <tr> <td>5</td> <td>Approx. ¥3,421,000</td> <td>Approx. ¥4,824,000</td> </tr> <tr> <td>6 or more</td> <td colspan="2">+ ¥500,000 per additional person</td> </tr> </tbody> </table> <p>* Depending on the age composition of the family, one may be eligible even if their income amount exceeds the approximation shown on the left; there is also a possibility for one to be ineligible even if their income amount is below the approximation.</p> <p>≪ Model family compositions for certification criteria ≫</p> <p>Number of family members 2 (Mother age 30, child age 9) 3 (Mother age 37, two children ages 13, and 7) 4 (Father age 40, mother age 37, two children ages 13, and 7) 5 (Grandmother age 65, father age 40, mother age 37, two children ages 13, and 7)</p> <p>Documents to be attached for “Financial Reason” (Copies are accepted.)</p> <p>Only required in the following cases</p> <p>◎ Individuals who did not have a resident record in Sendai City as of January 1, 2024. <input type="checkbox"/> FY2024 (for 2023) Inhabitant Tax (Exemption)/Payment Certificate * The certificate of FY2024 can be issued from June by the municipality where you live in. * Copies for all family members 18 or older (except for students) must be submitted. * Documents specifying income categories and the total amount of income are required.</p> <p>◎ Documents listed below are required when there is a decline in income when compared to the period from January to December 2023 (ex. 1) One who left their previous job and is currently unemployed <input type="checkbox"/> Documents specifying the date of resignation (Withholding tax certificate at the time of becoming unemployed, unemployment certificate issued by the workplace, etc.)</p> <p>(ex. 2) One who left their previous job and is now working another job, or one who has not become unemployed but whose income has declined <input type="checkbox"/> Document specifying one’s current income ● Salary income More recent income statements for the past 3 months and bonus payment statements (if any)</p> <p>● Self-employed (or work which requires income tax return) *Both of the following documents are required. (1) Document specifying the balance of payments of the past 3 months (trial balance, earnings statements, etc.) (2) Document specifying the date of when the business launched (such as a notification of inauguration) [The following additional document is only required if one switched jobs] <input type="checkbox"/> Documents specifying the date of retirement from the former job (Withholding tax certificate at the time of becoming unemployed, unemployment certificate issued by the workplace.)</p> <p>(ex. 3) Being on childcare leave or medical leave <input type="checkbox"/> Documents specifying the period of leave (any certification issued by one’s workplace) ※ In some cases, submission of income statements will be required.</p>	Number of family members	After-tax income	Annual income (reference)	2	Approx. ¥2,231,000	Approx. ¥3,300,000	3	Approx. ¥2,794,000	Approx. ¥4,040,000	4	Approx. ¥3,154,000	Approx. ¥4,488,000	5	Approx. ¥3,421,000	Approx. ¥4,824,000	6 or more	+ ¥500,000 per additional person	
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No.	Certification Requirements	Documents to be Attached (Copies are accepted.)
2	Receiving Child-rearing Allowance	Not required *Different from the Child Allowance.
3	Inhabitant Tax Exemption/Reduction [Exemption based on Local Tax Act Article 295 Section 1 Only eligible when all family members 18 or older fulfil one of the following requirements] ① Disability certificate holders ② Widowed ③ Single parent	Not required excluding the following ◎ Individuals who did not have a resident record in Sendai City as of January 1, 2024 <input type="checkbox"/> FY2024 (for 2023) Inhabitant Tax (Exemption)/Payment Certificate *The certificate of FY2024 can be issued starting from around June and onwards by the municipality where you live in. *Copies for all family members 18 and older (except students) must be submitted.
4	Exemption/Postponement of National Pension Contributions [Only eligible if all family members 20 or older are exempted or received an extension]	<input type="checkbox"/> Notice of National Pension contribution Exemption/Postponement approval for FY2024 [Issued by Japan Pension Service]
5	Exemption/Reduction of National Health Insurance Premiums [Only if all family members are enrolled in National Health Insurance and have their premiums exempted/reduced for any of the following reasons:] 1. Drastic decrease in income due to loss of employment or resignation 2. Suffers from property damages as a result of natural hazards * Excludes exemption/reduction made for those affected by the Fukushima Daiichi Nuclear Power Plant accident 3. Those whose crops were damaged due to cold weather, frost, or drought, etc.	<input type="checkbox"/> Notice of National Health Insurance Premiums Exemption/Reduction approval for FY2024 [Issued by your ward office or general branch office]
6	Exemption/Reduction of Individual Enterprise Tax or Property Tax [Individual Enterprise Tax: Only if Exemption/Reduction was made due to natural hazards] [Property Tax: Some reduction items are excluded, such as new construction of residential buildings]	<input type="checkbox"/> Notice of Reduction of Individual Enterprise Tax [Notified by the Prefectural Tax Office] <input type="checkbox"/> Notice of Property Tax for FY2024, specifying the reason of the tax exemption/reduction [Notified by the City Hall] * Both documents need to have a page outlining the reason for your tax reduction.
7	Use of Livelihood Welfare Fund Loan [Only those who have received a loan from the Sendai City Council of Social Welfare are eligible]	<input type="checkbox"/> Notice of Livelihood Welfare Fund Loan or Redemption Statements [Issued by the Social Welfare Council] *Only those who are in redemption are eligible
8	Suspension or Revocation of Welfare Benefits [Only eligible if the suspension or revocation was made from April 2024 onwards]	<input type="checkbox"/> Notice of the Suspension or Revocation of Welfare Benefits *Additional documents may be required depending on the reason of revocation or suspension, or the family situation, etc.

3 Precautions

- In most cases, applications will be certified for No.1 “Financial Reason” or No 2. “Receiving Child-rearing Allowance.”
- As for screenings of “Financial Reason” or “Inhabitant Tax Exemption/Reduction”, applicants will be notified of the results after July as information regarding municipal/ prefectural tax which is needed for confirmation becomes available in June.
- Those who are welfare recipients do not need to apply. (Only eligible for School Trips expenses and Medical expenses)
- In principal, households that have acquired houses within the past year are ineligible for the aid system. In addition, if a household acquired a house after becoming certified, their certification will be revoked starting from the month after the date of certification.
- Since other procedures will be required, please notify your child’s school if any of the following became applicable after you were certified for this aid system: termination of your eligibility for Child-rearing Allowance or suspension of its payment, change in family composition or address, or suspension (termination) of welfare benefits.