Financial Aid for Intercultural Exchange: Form 2

AY2018 Ritsumeikan University Financial Aid   
for Intercultural Exchange Expense Estimate Form

\*Submit the Application Form in page order sequence with this sheet as the cover page.

Attachments, if any, should be in A4 size.

To the Executive Director of the Division of International Affairs at Ritsumeikan University

I have checked the items below and hereby apply for the requested amount of financial aid indicated below.

|  |  |
| --- | --- |
| Tick ☑ box | Items to be confirmed |
| □ | I have calculated the amount indicated in the Expense Estimate Form (expenditure) and Income Estimate Form (income) based on objective and rational grounds and confirmed that the indicated amount is correct. |
| □ | I agree that the amount of financial aid will be decided after the implementation of the activity. |
| □ | If there are expenses which cannot be covered by the financial aid or for which payment grounds cannot be confirmed by documented evidence, I agree that part of the amount of requested financial aid may not be provided by the financial aid. |

|  |
| --- |
| A: Estimated total amount of expenditure (JPY) － B: Estimated total amount of income (JPY) = Requested amount of financial aid (JPY)  \*Total amount indicated on page two \*Total amount indicated on page three |
| JPY － JPY = JPY |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Student ID No. |  |  |  | |  |  | |  |  |  | |  |  | - |  |
| Faculty / Graduate School | □Faculty  □Graduate School | | | | | | | | | | | | | | |
| Year | First Year | | | Second Year | | | Third Year | | | | Fourth Year | | Other: | | |
| Name  \*Write the name as printed on your Student ID Card |  | | | | | | | | | | | | | | |

|  |  |  |
| --- | --- | --- |
|  | Reception Stamp | Copy for the University |

Copy for the Applicant

**AY2018 Ritsumeikan University Financial Aid for Intercultural Exchange <Reception Ticket>**

We have received your AY2018 Ritsumeikan University Financial Aid for Intercultural Exchange Expense Estimate Form.

Reception Stamp

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Student ID No. |  |  |  |  |  | |  |  | |  |  |  | - |  |
| Faculty / Graduate School | □Faculty  □Graduate School | | | | | | | | | | | | | |
| Year | First Year | | Second Year | | | Third Year | | | Fourth Year | | | Other: | | |
| Name  \*Write the name as printed on your Student ID Card |  | | | | | | | | | | | | | |

●Expense Estimate Form (expenditure)

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* Make sure to check the Ritsumeikan University Financial Aid for Intercultural Exchange Handbook for Implementing Financial Aid before filling in the form. (Some expense items are subject to limitations on the amount, means, etc.)
* If there are not enough lines, add more as appropriate.
* As far as possible, attach material that confirms the basis of calculation of the amount applied and indicate the “expense item” and “item name” in the material.

[Expenditure Approximation List]

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| No. | Expense Item | Item | Amount (JPY)  \*Indicate the approximate amount | | | | | | | Main reasons for expenditure |
| 1 | Honorariums; |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
| 2 | Travel expenses; |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
| 3 | Accommodation expenses; |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
| 4 | Expenses for consumables; |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
| 5 | Insurance premiums; |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
| 6 | Printing and bookbinding expenses; |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
| 7 | Communications and transport expenses; |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
| 8 | Rental expenses; |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
| 9 | Payment commissions; |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
| 10 | Miscellaneous expenses; and |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
| 11 | Other  \*Other expense items approved to be necessary by the Executive Director of the Division of International Affairs. |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
| A: Estimated total amount of expenditure | | |  |  |  |  |  |  |  |  |

●Income Estimate Form (income)

Financial Aid for Intercultural Exchange: Form 2

* Basically, in the Financial Aid for Intercultural Exchange program, all activity expenses are to be covered by the Financial Aid for Intercultural Exchange.
* If you are planning to apply for, applying for, or already scheduled to receive a subsidy and/or grant other than the Financial Aid for Intercultural Exchange, or have collected (or are scheduled to collect) an income such as membership fees, the amount will be deducted from activity expenses when the amount of financial aid is calculated.

→When calculating the requested amount of financial aid, deduct the total amount of income from the total amount of expenditure.

* Make sure to declare whether you have an income in the section below and then fill in the necessary items.
* If there are not enough lines, add more as appropriate.
* As far as possible, attach material that confirms the basis of calculation of the amount applied and indicate the “income item name,” “grant name,” or “membership fee income name” in the material.

[Income Declaration]

|  |  |
| --- | --- |
| Status of application for/receiving grants and/or subsidies  \*Put a ☑ on the relevant item | * I am planning to apply for or applying for a grant and/or subsidy.   (Fill in the necessary items in the Income Approximation List below)   * I am scheduled to receive a grant and/or subsidy.   (Fill in the necessary items in the Income Approximation List below)   * There are no subsidies and/or grants that I am planning to apply for, applying for, or already scheduled to receive.   (Write “none” and “0 (JPY)” in the Income Approximation List below) |
| Income such as membership fees collected (scheduled to be collected) upon activity implementation  \*Put a ☑ on the relevant item | * I have an income such as membership fees collected (scheduled to be collected) upon activity implementation.   (Fill in the necessary items in the Income Approximation List below)   * I do not have an income such as membership fees collected (scheduled to be collected) upon activity implementation.   (Write “none” and “0 (JPY)” in the Income Approximation List below) |

[Income Approximation List]

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| No. | Income item | Grant name | Name of the foundation/group providing the grant | Amount (JPY)  \*Indicate the approximate amount | | | | | | | 1. Grant approval (scheduled) date 2. Grant receiving (scheduled) date |
| 1 | Grant  Subsidy |  |  |  |  |  |  |  |  |  | 1. mm/dd 2. mm/dd |
|  |  |  |  |  |  |  |  |  | 1. mm/dd 2. mm/dd |
|  |  |  |  |  |  |  |  |  | 1. mm/dd 2. mm/dd |
| No. | Income item | Name of membership fee income, etc. | Details of membership fee income | Amount (JPY)  \*Indicate the approximate amount | | | | | | | Collection (scheduled) date |
| 2 | Membership fee income, etc. | Participation fee | - Unit price: JPY  - Number of participants:  person(s) |  |  |  |  |  |  |  | mm/dd |
| Donation | - Name of donor/donor group |  |  |  |  |  |  |  | mm/dd |
| Other ( ) |  |  |  |  |  |  |  |  | mm/dd |
| B: Estimated total amount of income  \*Write “0 JPY” if you do not have an income (grants and/or subsidies you are applying for or scheduled to receive, or income such as membership fees collected (scheduled to be collected) upon project implementation). | | | |  |  |  |  |  |  |  |  |

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