

Sample

AY2019 Ritsumeikan University Financial Aid
for Intercultural Exchange Expense Estimate Form

*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 requested amount of financial aid indicated below.

After reviewing all points, if there are no problems check off the boxes

Tick <input checked="" type="checkbox"/> box	Items to be confirmed
<input type="checkbox"/>	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.
<input type="checkbox"/>	I agree that the amount of financial aid will be decided after the implementation of the activity.
<input type="checkbox"/>	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.

When entering values, place a comma “,” every three decimal points

A: Estimated total amount of expenditure (JPY) *Total amount indicated on page two	—	B: Estimated total amount of income (JPY) *Total amount indicated on page three	=	Requested amount of financial aid (JPY)
26,000 JPY	—	0 JPY	=	26,000 JPY

Must match the total on page 2

Must match the total on page 3

Calculate this number without error

Student ID No. *The hyphen (-) may be omitted (applies to entire document)		Enter your student ID number without the -
Faculty / Graduate School	<input type="checkbox"/> College <input type="checkbox"/> Graduate School	Check off the appropriate box
Year	year	Enter your academic year
Name *Write name as printed on Student ID Card		Enter your name as written on your student ID card
Name of Project		Enter the name of the project

●Expense Estimate Form (expenditure)

- 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 documents/materials which confirm the basis of calculation of the amount indicated below, and clearly denote which information on which document coincides with which Expense Category and Item below.
- Regarding insurance enrollment, see section VIII "Expenditure", article 5 "Insurance premiums", of the Handbook for Implementing Financial Aid.

[Expenditure Approximation List]

When entering values, place a comma ",", every three decimal points

No.	Expense Category	Item	Unit cost × no. of units/times/persons	Amount (JPY) <small>*Indicate the approximate amount</small>	Proof and/or document/material name/number	Notes
1	Honorariums	Small gift for the presenter		10,000	material number ①, No.1~3	Gave Ritsumeikan merchandise
2	Travel expenses					
3	Accommodation expenses					
4	Expenses for consumables	Snacks (candy)		5,000	material number ②, No.1~5	provided at the event
		Drinks		5,000	material number ③	provided at the event
5	Insurance premiums	Recreational insurance		3,000	material number ④	In case of injuries at event
6	Printing and bookbinding expenses	Advertising leaflet		3,000	material number ⑤	400 fliers
7	Communications and transport expenses	<ul style="list-style-type: none"> Enter the appropriate information and values after reading through the instructions in the handbook Provide proof for the expenditure items and amounts in a way that is easy to understand and reference for someone reading through your paperwork, and clearly include the number, etc. of the proof material in the "Proof and/or document/material name/number" section 				
8	Rental expenses					
9	Payment commissions					
10	Miscellaneous expenses					
11	Other <small>*Other expense items approved to be necessary by the Executive Director of the Division of International Affairs.</small>					
A: Estimated total amount of expenditure				26,000		

Accurately calculate the total estimated expenses based on your entries above

●Income Estimate Form (income)

- 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 documents/materials which confirm the basis of calculation of the amount indicated and specify the “income item name,” “grant name,” or “membership fee income name” in the documents/materials.

Check off the appropriate box

[Income Declaration]

Status of application for/receiving grants and/or subsidies *Put a <input type="checkbox"/> on the relevant item	<input type="checkbox"/>	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)
	<input type="checkbox"/>	I am scheduled to receive a grant and/or subsidy. (Fill in the necessary items in the Income Approximation List below)
	<input type="checkbox"/>	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 <input type="checkbox"/> on the relevant item	<input type="checkbox"/>	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)
	<input type="checkbox"/>	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)

Check off the appropriate box

When entering values, place a comma “,” every three decimal points

[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				
					mm	/	dd	mm	/	dd		
1	Grant Subsidy			JPY	①	mm	/	dd	①	mm	/	dd
					②	mm	/	dd	②	mm	/	dd
		Enter the appropriate information		JPY	①	mm	/	dd	①	mm	/	dd
					②	mm	/	dd	②	mm	/	dd
				JPY	①	mm	/	dd	①	mm	/	dd
					②	mm	/	dd	②	mm	/	dd
No.	Income item	Grant name	Name of the foundation/group providing the grant	Amount (JPY) *Indicate the approximate amount	Collection (scheduled) date							
2	Membership fee income, etc.	Participation fee	Unit price: JPY	JPY	mm	/	dd	mm	/	dd		
			Number of participants:									
		Donation	donor group	JPY	mm	/	dd	mm	/	dd		
		Other		JPY	mm	/	dd	mm	/	dd		
B: Estimated total amount of income				0	JPY							

Enter the appropriate information

Enter the appropriate information

Correctly calculate and enter your 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).