Financial Aid for Intercultural Exchange: Form 2

## Sample AY2019 Ritsumeikan University Financial Aid for Intercultural Exchange Expense Estimate Form

\*Attachments, if any, should be in A4 size.

To the Executiv	ve Director of the Division of Inte	ernational Affairs at Rit	sumeikan University	,				
l have check indicated be	After reviewing all points, if there a problems check off the boxes	lo i oquootou u	mount of financial a	id				
Tick 🛛 box								
	l have calculated the amount indica Income Estimate Form (income) bas that the indicated amount is correct							
	l agree that the amount of financial activity.	he						
	If there are expenses which cannot grounds cannot be confirmed by do requested financial aid may not be p							
	When entering values, place a co	omma ″,″ every three deci	mal points	]				
expendit	A: Estimated total amount of expenditure (JPY) – B: Estimated total amount *Total amount indicated on page two page three Requested amount of financial aid (JPY)							
26,000 JPY - 0 JPY = 26,000 JPY								
Must ma total on	I IVIUST I II	atch the page 3	Calculate this number without error	r				
	ID No. en (-) may be omitted o entire document)			Enter your student ID number without the -				
Faculty /	<sup>/</sup> Graduate School		College Graduate School	Check off the appropriate box				
Year			year	Enter your academic year				
Name *Write na	ame as printed on Student ID Card		2	Enter your name as written on your student ID card				
Name of	Project		2	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.

No.         Expense Category         Item         Unit cost × no. of units (fines/person         Amount (JPY) indicating the concentrate amount         Proof and/or documents amount (JPY)         Proof and/or documents amount         No.t=3           1         Honorariums         Small aft for the presenter         10.000         natural number (1). No.t=3         Small aft for the presenter           2         Travel expenses	[Expenditure Approximation List]		When entering values, place a comma $\H$ , every three decimal points							
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Accommodation expenses       Image: Stacks (candy)       Image: Stacks (c							-			
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6       Printing and bookbinding expenses	_									
• expenses       • • • • • • • • • • • • • • • • • • •			Advertising leaflet		3,000	material number (5)	400 fliers			
7       Communications and transport expenses       • 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"         8       Rental expenses       -         9       Payment commissions       -         10       Miscellaneous expenses       -         11       Other expense items approved to be necessary by the Executive items approved to international Affairs.       -         11       Other items approved to international Affairs.       -	6									
7       Communications and transport expenses       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"         8       Rental expenses										
7       Communications and transport expenses       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"         8       Rental expenses			• Enter the oppror	ariata information and	values after read	ling through the instructions in				
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Director of the Division of International Affairs.		*Other expense items approved to								
		Director of the Division of			enti	ries above				
			amount of expenditur	re	26	000				

Financial Aid for Intercultural Exchange: Form 2

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/microsoft the

	1100/	Check off the			
[Income Declaration]					
		I am planning to apply for or applying for a grant and/or subsidy.			
Status of application	ш	(Fill in the necessary items in the Income Approximation List below)			
for/receiving grants and/or		I am scheduled to receive a grant and/or subsidy.			
subsidies		(Fill in the necessary items in the Income Approximation List below)			
*Put a ☑ on the relevant item	_	There are no subsidies and/or grants that I am planning to apply for, applying for, or already			
		(M Check off the appropriate box) (JPY)" in the Income Approximation List below)			
Income such as membership fees		as membership fees collected (scheduled to be collected) upon activity implementation.			
collected (scheduled to be		(Fill in the necessary items in the Income Approximation List below)			
collected) upon activity implementation		l do not have an income such as membership fees collected (scheduled to be collected) upon activity implementation.			
*Put a ☑ on the relevant item		(Write "none" and "O (JPY)" in the Income Approximation List below)			

## 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)		① Grant approval (scheduled) date			)	
					*Indicate the approximate amount		② Grant receiving (scheduled) date			)	
	Grant Subsidy					JPY-	1	mm	/	dd	
1							2	mm	/	dd	
		Enter the appropriate information		JPY	JPY	1	mm	/	dd		
						01 1	2	mm	/	dd	
							1	mm	/	dd	
						JPY	2	mm	/	dd	
No.	Income item	Grant name			Amount (JPY) *Indicate the approximate amount		Collection (scheduled) date				
2	Membership fee income, etc.		Unit price: JPY					mm	/ dd		
		Participation fee	Number of participants:			JPY				dd	
			Ente	r the appropriate infor	mation					,	
		Donation	donor group			Corr	ectly		and	dd enter	
		Other			2	your	Correctly calculate and enter your estimated total amount of income				
B: Estimated total amount of income			0	JPY							
*Write "O 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).											

End of document