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Application form posted on July 15, 2021

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## Emergency Relief Package in Response to the COVID-19 Outbreak 2021 "Ritsumeikan University Emergency Student Support Fund" Application Guidelines

In June 2020 Ritsumeikan University dispersed financial assistance via the 2020 “Ritsumeikan University Emergency Student Support Fund” to students who lost their jobs or income, or whose allowance from home was lost or diminished, due to the COVID-19 pandemic. This fund is sponsored by the kind donations of faculty, staff, alumni, the faculty and staff union, and others in connection with Ritsumeikan.

In 2021 the learning environment on campus continues to be restricted, with states of emergency and other measures being declared across the country in response to the pandemic. The university also recognizes that the daily lives of some students have come under pressure due to loss of part-time work income and diminished allowance sent from home due to sudden change in family finances, and that some students have been facing these issues continuously since last year.

In response to these circumstances and following in the framework established last year, the university will support students this year via the 2021 "Ritsumeikan University Emergency Student Support Fund." Through this year's fund we aim to help students who financially have been treading in rough waters from July 2020 onwards.

Those who wish to receive this support should refer to the following application guidelines and apply via the online application form.

### 1 . Overview of the aid program

#### ( 1 ) Amount

Roughly 10,000 – 30,000 yen

\*Based on the number of applications and details therein, an amount roughly in the range of 10,000 – 30,000 yen will be determined and dispersed to those eligible. All eligible applicants will receive the same amount.

#### ( 2 ) Payment of the fund

The lump-sum distribution will be deposited into the bank account specified in your application.

※In principle, only Japanese bank accounts are accepted (checking account).

※The account name must match the name of the student or his or her guarantor.

※For international students who do not have a Japanese bank account, financial aid will be transferred after your arrival in Japan. Details will be provided separately or within the FAQ.

( 3 ) The number of recipients

To be decided according to budget and number of applicants.

## 2 . Eligibility Criteria

Students must meet all of the following requirements and conditions in order to apply for the program.

( 1 ) Those who are enrolled in a regular course of undergraduate or graduate study at Ritsumeikan (including international students)

\* Students on Leave of Absence as well as students who have exceeded their standard program duration are also eligible.

( 2 ) Those who have experienced at least one of ① through ③ below.

① The applicant his or herself experienced a significant decrease in income due to not being able to work at their part-time job or having their working hours decreased as a result of COVID-19, or who expected to be hired for a part-time job but has not been able to secure a job offer as a result of COVID-19.

② The applicant experienced a significant decrease in allowance from family due to a sudden change in family finances due to COVID-19, or

③ The applicant has been in a continuous state of financial distress since last year.

## 3 . About receiving this support while also receiving other scholarships

Applicants may receive this support while simultaneously receiving other scholarships.

## 4 . Selection Procedure

Applicants' eligibility will be assessed based on whether or not and by how much their income or allowance decreased, or whether or not they have been in continuous financial distress since last year, and submitted evidence for the same. Those determined to meet the criteria, to the extent that the budget allows, will be selected for support.

## 5 . Regarding the application

( 1 ) Application procedures

Applications are to be submitted online. Access the application by visiting the link below and enter the necessary details in order to apply.

URL : <https://area18.smp.ne.jp/area/p/phnd3ojlbt9ldthpc2/510605/login.html>

(2) Regarding loss of part-time income or allowance, and continuous financial distress

With regards to “2. Eligibility Criteria (2) ①②③,” please enter the amount your income or allowance decreased, or the details of your state of continuous financial distress where appropriate in the online application form.

Moreover, please upload documents to serve as evidence of your decreased income or allowance (such as photos or screenshots of your bankbook, etc.) to the application form. When you enter the amount which your income or allowance was reduced, make sure that you have entered the exact value as corroborated by your submitted evidence.

1) To prove a sudden loss of part-time work income, please attach the following 2 files.

① Evidence proving your original income before your income decreased

A photo or scan proving the amount of your former monthly income. The proof of income may be for any month between July 2020 and March 2021.

② Evidence proving your income after it decreased

A photo or scan proving your reduced income. The proof of income may be for any month between April and June 2021.

**【Important Notice】**

※Evidence of your income such as a photo of your salary statement, bankbook, or emails from your employer must be uploaded.

※If you lost your part-time job, you must attach a document to prove your loss of work.

※If you have two or more part-time jobs and multiple incomes, please organize everything so that it fits into one image or data file for submission.

2) To prove a sudden loss of allowance, please attach the following 2 files.

① Evidence proving your original allowance before it decreased

A photo or scan of your bankbook, etc. proving the amount of your former monthly allowance. The proof of allowance may be for any month between July 2020 and March 2021..

② Evidence proving the amount of your allowance after it decreased

A photo or scan of your bankbook, etc. proving your reduced allowance. The proof of allowance may be for any month between April and June 2021.

※For students enrolled from April 2021 who do not have any documents which would serve as evidence to prove their allowance up to March 2021, please enter the amount of monthly allowance expected to have been received as of the end of March 2021, as well as proof of actual allowance received for any of the months between April and June 2021. In lieu of proof of allowance before it decreased, please explain the details of the decrease of your allowance where appropriate in the form.

3) To prove that you have been under continuous financial distress since last year, please attach the following 2 files.

① Evidence proving your monthly income last year

A photo or scan proving your monthly income. The proof of income may be for any month between July 2020 and March 2021.

① Evidence proving your income this year

A photo or scan proving your total combined income for April, May, and June 2021.

※If you have no documents which could be submitted as objective proof of your financial situation, please explain why.

(3) Other information required when you apply

Please enter “the reason for an application for this aid program” and “the outlook of the future studies or research once you are adopted into the program.”

※Entries must meet the word count requirements indicated within the application.

(4) Application period

Application Period (Japan Time): July 15, 2021 (Thu) at 9:00 am ~ July 21, 2021 (Wed) at 17:00 pm

## 6. Announcement of Results

Results will be announced to applicants individually via manaba+R, and successful applicants will receive their portion of financial assistance via bank transfer. Please note that for successful applicants, the timing of the bank transfer may occur prior to or later than the results announcement sent to you individually over manaba+R.

The benefit will be transferred no later than the end of August.

## 7. Others

(1) Pledge agreement and confirmation when applying for this aid program

When submitting an application you must double-check that all your entries are correct, and you must acknowledge and agree with all of the following.

- That your application form is true and contains no falsehoods.
- That the university may require you to submit additional evidence confirming the accuracy of your application.
- That the university may later request that those selected to receive this financial assistance participate in a survey on academic life, and that you agree to participate in any such survey.
- That students may be disciplined by the university if they provide false information.
- That you agree to return any money received if requested to do so by the university in the event that your application is found to contain any falsehoods.
- The privacy policy.

(2) Inquiries regarding this relief package

Ritsumeikan University, Emergency Student Support Fund Team

Non-international students residing in Japan

TEL: 075-465-1981

• Weekdays: 9:30 – 17:00      • Closed on Sat, Sun, and holidays

International students

Please inquire via the form at the link below.

\*This IS NOT the application form. For the application, please see section 5. “Regarding the application” above.

[https://global.support.ritsumei.ac.jp/hc/en-us/requests/new?ticket\\_form\\_id=1500001243522](https://global.support.ritsumei.ac.jp/hc/en-us/requests/new?ticket_form_id=1500001243522)

Please refer to the FAQ before making any inquiries. We will make a separate announcement about the FAQ prior to the application period.

(3) Privacy policy

Information submitted including amount of part-time income, allowance, and proof therein, will be used solely for the purpose of selecting recipients of this aid program. Other information, limited to that which could not be used to discern individual applicants, may be used by the university when developing future financial support programs or scholarships. Information provided will be used as denoted within this policy, and application information will not be provided to any third party.