

"Ritsumeikan University Emergency Student Support Fund" FAQ

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1. Application Eligibility

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| 1-1 | Can I apply if I exceed the minimum standard program duration for my degree program? (e.g. year 5 or greater for undergrads, year 7 or greater for pharmacy undergrads) | Undergraduate and graduate students alike are eligible to apply even if they exceed their minimum standard program duration. |
| 1-2 | Can I apply if my student status is "leave of absence" or "studying abroad"? | Yes, you are eligible to apply. |
| 1-3 | Can I apply if I am a non-degree student or a non-regular student? | This subsidy is for regular undergraduate and graduate students currently enrolled at the university. Unfortunately, you are not eligible to apply. |
| 1-4 | I am a foreign national (not holding Japanese citizenship) with a status of residence. Are there any limitations for applying based on status of residence? | There are no limitations based on status of residence. |
| 1-5 | Can I apply if I am currently living in a university dorm? | Yes, you are eligible to apply. |
| 1-6 | I'm an international student. Can I apply? | Please see section 6. "Applying as an International Student." |

2. Concerning Decrease in Part-time Job Income and Allowance, and Being Under Continuous Financial Distress Since Last Year

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| 2-1 | I am an undergraduate student, second year or above (or graduate student, second year or above). I am commuting from home, so I don't get an allowance from my family, nor am I doing a part-time job. My family's financial situation has become quite difficult so I am considering doing a part-time job. Can I apply? | You may apply so long as you have been in a state of continuous financial distress since last year. |
| 2-2 | I lost the documents proving my part-time job income. Can I still apply? | Please have your part-time job reissue you a copy of those documents. If you are unable to have them reissued, please attach an electronic copy of your bank book or an e-mail from your employer which makes clear how much income you received. |
| 2-3 | I only just started working part-time in April so I cannot calculate a difference in income before and after the start of the situation with COVID-19. What should I do? | If your allowance decreased dramatically or you've been in a continuous state of financial distress since last year, you may apply. |
| 2-4 | I am a first-year student and I was planning to start a part-time job in June, but was unable to. My financial situation has become quite difficult. Can I apply? | Decisions for whether subsidy will be provided will be made based on the reason for applying and the decrease in either part-time job income or allowance (the difference between either income or allowance from a sample month between July 2020 - March 2021, and the same of a sample month between April and June 2021 (the applicant chooses which months to report)). Even if you haven't experienced a decrease in part-time work income, you are eligible to apply provided that either your allowance has decreased or you have been in a state of continuous financial distress since 2020. |

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| 2-5 | I'm a first-year student who enrolled from April 2021. I moved close to campus in March, but am currently taking online classes from my parent's house and just began receiving an allowance in June. I do foresee a decrease in my allowance and my financial situation becoming more difficult. Can I apply? | Yes, you are eligible to apply. For information on how to apply and the application form, please check "Section 5. Matters about Applying" in the application guidelines. |
| 2-6 | My financial supporter's (my parents') income has decreased. Should I include an attachment attesting to this fact? | Because we will not be looking at financial supporters' (parents') income, attaching such documents is unnecessary. If your parents' income decreased, and as a result your allowance significantly decreased, please attach a document attesting to this fact. |
| 2-7 | Due to the spread of COVID-19, my financial situation became very difficult and I had no choice but to withdraw from school. I would like to return to school, but I have no money and would like to apply for the subsidy. Can I apply? | We are very sorry, but only students registered in the regular curriculum are covered by this support fund, so you are not eligible to apply. |
| 2-8 | My allowance, not from my parents, but from a financial supporter has decreased significantly. Can I apply? | Yes, you are eligible to apply. Please attach a document attesting to your receiving an allowance from a financial supporter. |
| 2-9 | Monthly wages from my part-time job are paid the following month. In other words, in July I'm paid for work I did in June. The application guidelines ask for proof of income from one month of my choosing out of April, May or June: If I were to choose June, should I provide proof of the amount of wages I received in June or July? | Please provide proof of wages earned for services rendered in June. <ul style="list-style-type: none"> • <u>If you are paid in June for the hours you worked in June, provide proof of the wages you received in June</u> • <u>If you are paid in July for the hours you worked in June, provide proof of the wages you received in July</u> *In the case of the latter, if your June payslip won't be ready by the application deadline for this subsidy, please attach proof of income for either April or May instead. |
| 2-10 | I have a part-time employment contract with the Ritsumeikan Trust (for work as a TA/ES/etc). What kind of certificate should I submit as proof of a decrease in income? | Please submit a scan or image of a payslip, the pages of your bankbook showing your part-time work income, an email from your employer, or any other certificate which proves a decrease in your income. (Please see section 5.(2)1) of the application guidelines) |

3. Selection Criteria

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| 3-1 | Is academic performance taken into consideration as part of the selection process? | No. |
| 3-2 | The application guidelines' selection criteria are not clear. How are applicants chosen? | The university will establish standards based on the amount of decrease/loss of income or allowance of applicants', as well as the level of continuous financial distress reported by applicants, and select applicants based on those standards. Beyond this we cannot answer inquiries into the screening process. |
| 3-3 | Will there be quotas for different categories of students (undergraduate, graduate, international, etc.) receiving the subsidy? Students in the College of Film Studies and College of Sciences have very high tuition, so it is very fiscally demanding. Are the criteria the same for these students? | The university will establish standards based on the amount of decrease/loss of income or allowance of applicants', as well as the level of continuous financial distress reported by applicants, and select applicants based on those standards. Beyond this we cannot answer inquiries into the screening process. |
| 3-4 | By what amount specifically does "a significant decrease in part-time job income" mean? | We estimate a decrease in income of half or more. However, if the amount does not reach that much, it does not necessarily mean you are not eligible for the subsidy. |
| 3-5 | By what amount specifically does "a significant decrease in allowance due to a sudden change in family finances" mean? | We estimate a decrease in income of half or more. However, if the amount does not reach that much, it does not necessarily mean you are not eligible for the subsidy. |

4. How to Apply (Application Form)

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| 4-1 | I cannot log in to the application system. | Please try inputting your login ID and password again. |
| 4-2 | I do not know the ID and password that I need to log in to the application system. | The ID is your student number. The password is your school e-mail address (before the @ symbol). |
| 4-3 | I would like to change the contents of my application. Can I apply again? | No, you cannot apply again. Applicants can only apply once. |

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| 4-4 | I do not have my own bank account. Can I use my parents' bank account information? | Yes, you can use your parents' information. Only bank accounts registered to you or your parents or other guarantors can be used. |
| 4-5 | Is the phone number (phone number to be contacted in case of emergency) that I provide my own phone number or an emergency contacts' phone number? (I am still living abroad because I have not been able to go to Japan yet.) | Please input a phone number where we can get in contact with the student in question. |
| 4-6 | My allowance is not a set amount, and I did not receive any between April and June. Instead, I'm receiving several months worth in July. What should I do? | Please input an average monthly amount for the allowance. |
| 4-7 | What can be used as evidence of income or allowance? | Any cogent evidence that attests to the monetary amount. |
| 4-8 | I am a newly admitted student. Should I input the difference between my pay from when I was a high school student? (Because I just started university, I have not started a new part-time job, so should I input 0 yen as my current income?) | Please input one month's income from any month between July 2020 and March 2021. Input 0 yen as your amount of monthly income after your decrease/loss of income. |
| 4-9 | The guidelines ask for me to upload a scan of my bankbook. What pages should I submit? | 1) For income/allowance pre- and post-decrease The pages showing the income/allowance transferred to your account before and after your income decreased. In the scan you may black out all other details (other transfers, withdrawals, account balance, etc). 2) For bank account information The pages showing the name of the bank, name of the account holder, and account number. |
| 4-10 (2021/7/15 Update) | I have input my information on my smart phone, but I cannot consolidate the documents of proof for my part-time job income and allowance into one attachment. What should I do? | If you can, please try and devise a way to consolidate all documents into one attachment, such as gathering the documents together and taking one picture containing all of them, or scanning them into one multi-paged PDF file. |
| 4-11 (2021/7/16 Update) | The system is having issues and won't let me apply. Ex: You filled out the entire application but the "submit application" button isn't working. Ex: When search and choose my financial institutions on the item (28), my screen freezes. | You may get a system error and be unable to submit your application if your operating system and/or browser aren't up to date. If everything is up to date but you have this problem, try filling out the application in a different browser, or on a different computer, smart phone or tablet. |

5. Handling of Other Scholarships, Subsidies and Receiving Multiple Subsidies

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| 5-1 | Can I apply if I am receiving (or in the process of applying for) a scholarship from JASSO, a private foundation, or Ritsumeikan University? | You are eligible to apply. If you are receiving a private scholarship, please confirm the organization's guidelines on receiving multiple scholarships. |
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6. Applying as an International Student

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| 6-1 | Can I apply if I am currently being funded by the Japanese government? | Yes, you are eligible to apply. During the evaluation process, the fact that you are receiving such a scholarship will be taken into consideration. |
| 6-2 | I am an international student but I am not currently in Japan. Can I apply? | Yes, you are eligible to apply. |
| 6-3 | Can non-regular students, including exchange students apply? | This subsidy is for regularly enrolled undergraduate and graduate students. Unfortunately, you are not eligible to apply. |
| 6-4 | I am an international student, but I do not have a Japanese bank account. Can I apply? | Yes, you are eligible to apply. If selected, however, the subsidy will be transferred to you only after you come to Japan and open a Japanese bank account. Separate instructions will be sent to you on how to notify us of your bank account information. The subsidy will not be remitted abroad. |
| 6-5 | Can I apply for this support fund even if I am already receiving a scholarship from an outside institution (including JICA or JASSO)? | Yes, you are eligible to apply. During the evaluation process, the fact that you are receiving such a scholarship will be taken into consideration. |
| 6-6 | Can I apply if I am already receiving tuition reduction as an international student? | Yes, you are eligible to apply. |

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| 6-7 | Should I input my middle name? | It is not necessary for you to input your middle name. |
| 6-8 | What should I input if I do not have a Japanese phone number? | Please input a phone number at which you can be contacted, even if it is not a Japanese phone number. If you are inputting an international number, please be sure to include the country code. |

7. Other

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| 7-1 | My siblings are affiliated with Ritsumeikan as well. Can we apply together? | Please apply individually. Applications cannot be filled out as a group, so please turn in one application per person. |
| 7-2 | When will the support fund be delivered? | It is planned to be delivered around the end of August. |
| 7-3 | When will we know the amount of funding to be awarded? The guidelines say roughly between 10,000 and 30,000 yen - how much can I expect to receive if selected? | Funding is scheduled to be transferred into the accounts of selected applicants around the end of August, and the transfer itself will serve as the notification of the amount of funding to be awarded. Thus if selected, please check the deposit history and balance of the account you included in your application to find out the amount. *Funding is sponsored by donations made by faculty, staff, and others associated with the university. The amount dispersed to students will therefore be influenced by the total amount of donations collected and the total number of applicants. All selected applicants will receive the same amount. |
| 7-4 | Does this subsidy need to be paid back? | Because this is a subsidy, there is no need to pay this money back. In the event that an application is found to contain falsified information, however, the university may demand restitution. |
| 7-5 | I was not accepted for the subsidy. Are there other scholarships that I can apply for? | Please inquire at the Student Office if you are a Japanese student and at the International Center if you are an international student. |