

Sapporo School Expense Assistance Application Procedure



School Expense Assistance is a system that provides financial support to households that are having difficulties paying for expenses for compulsory education, such as school supplies, school lunch and fieldtrips. Households whose income is less than the specified amount set by the City are eligible. If you wish to receive this assistance, please read the explanation below and submit an application.

1. Eligible children

- Children who are enrolled in **Elementary School, Junior High School, or the first 3 years of Secondary School (Grades 7 to 9 of overall schooling system)** as of October 2021.
- Children who will **enroll in Elementary School** in April 2022.

2. Applicable requirements (for receiving school expense assistance)

Households living in Sapporo City that fall under any of the following categories A-F (excluding households receiving welfare assistance [*seikatsu hogo*])

	Applicable requirements				Notes				
A	The household's welfare assistance (<i>seikatsu hogo</i>) was cancelled or suspended in or after October 2020.				Excluding cases where the household members have changed from the time when the welfare assistance was received.				
B	The household is receiving a child-care allowance (<i>Jido Fuyo Teate</i>) or has received a child-care allowance after November 2020.				The latter case is limited to the case where household members have not changed from the time when the child-care allowance was received.				
C	The municipal tax of all members of the household excluding high school students and younger members (*1), was exempted or application for full exemption was approved either in FY 2020 or 2021.				All members of the household must be exempt from tax payment in the same fiscal year.				
D	The total income of all members of the household excluding high school students and younger members (*1) in 2020 was under the amounts listed below.				If the household includes members who paid high medical expenses (*2) or are unemployed (*3), a certain amount may be deducted from the total amount of the household income.				
	No. of members of household	2	3	4	5	6	7	8	9
	Upper limits for net income (*4)	¥1,860,000	¥2,320,000	¥2,520,000	¥2,880,000	¥3,410,000	¥4,100,000	¥4,800,000	¥5,580,000
	Approximate gross salary (*5)	Roughly ¥2,770,000	Roughly ¥3,430,000	Roughly ¥3,690,000	Roughly ¥4,140,000	Roughly ¥4,800,000	Roughly ¥5,670,000	Roughly ¥6,540,000	Roughly ¥7,410,000
E	In or after FY 2020, individual enterprise tax has been fully exempted due to disasters such as storms, floods, earthquakes, and fires.								
F	The household has received a loan for welfare expenses (e.g., expenses necessary to perform work, expenses necessary for skill acquisition, expenses necessary for preparation) from the local Social Welfare Council in or after FY 2020. (*6)								

(*1) If the person who supports the household is not living with the family due to job transfer or with the intention of getting a divorce, the person is still considered a member of household even if the place of residence is different. Persons who live together are considered members of the household even if they do not share the household budget or their resident registration is different. If in the middle of divorce mediation or trial, it may be possible not to consider the spouse as a member of the same household.

- (*2) Medical expenses here are limited to those eligible for deduction from income tax (except in special cases). Expenses for health checkups and vaccinations cannot be included.
- (*3) Limited to those who are unemployed or have no income at the time of application. Those who have received a special lump sum payment for employment insurance are not eligible.
- (*4) “Income” refers to the amount obtained by subtracting essential expenses from earnings. In case of a salary, it is not a paid amount but an amount after deduction of essential expenses from the salary.
- (*5) These amounts are provided only as a guide. Note that the amount of income may vary depending on the number of people who have earnings and the amount of earnings.
- (*6) Limited to the expenses listed in the table. Emergency small amount fund (including special loans associated with COVID-19) is not eligible.

3. How to apply

Submit the documents mentioned under “4. Required documents” below to the school where the child is attending/has been enrolled (for households with children who are scheduled to enter elementary school, at the school where the child will be enrolled). Households with children enrolled in different schools, such as elementary and junior high school, submit the necessary documents at one of the schools. It is not necessary to submit separate forms for each child. Do not submit forms to two or more schools.

4. Required documents

- (1) Application Form (Use the designated form. One sheet on both sides; however, if you print the form yourself, you can use two sheets filled out on one side each.)
- (2) A copy of the bank passbook to which the School Expense Assistance should be transferred [The name of the account holder must be the same as the applicant]
- (3) Documents certifying that the requirements are met (required only in some cases. See “6. Examination method” below.)

5. Application deadline

Application deadline: Tuesday, August 24, 2021 (*)

Note: Thursday, April 28, 2022 for households that will apply for only one child who is expected to enroll in elementary school in April 2022.

(*) The deadlines mentioned above are those for advance application for School Expense Assistance provided from October. **Applications are also accepted throughout the year** in the event of a change in the household status (e.g., divorce, job loss). In such case, approval is given from the month in which the application is received in principle. Note that there are some items that will be paid on a monthly basis, or some items may not be eligible for payment.

6. Examination method

Among the information required for examination, Sapporo City Board of Education will obtain information on welfare assistance, child-care allowance (*Jido Fuyo Teate*), income and tax amounts directly from the concerned departments of Sapporo City. If you do not give consent for this, contact the Board of Education (School Expense Assistance Section: Tel. 011-211-3851) in advance. If you do not give consent, the certificates shown in the table below must be submitted.

Please note that even if you have given consent, you may still have to submit certificates in case the necessary information cannot be obtained from the City, or the City does not have necessary information.

Categories (see 2 above)	Persons/households that need to attach certificates	Required certificates (Copies are acceptable.)
A	A household that received welfare assistance under the local government other than Sapporo	Notification of decision to abolish welfare assistance
B	Persons whose information on the application of Child-care allowance (<i>Jido Fuyo Teate</i>) cannot be obtained from Sapporo City	Child-care Allowance Certificate
C or D	Persons whose income/tax information is not with Sapporo City such as: <ul style="list-style-type: none"> • Those who do not have a resident registration in Sapporo • Those who moved to Sapporo from outside Sapporo after January 2021 • Those who have not filed residence tax 	In the case of C, the income certificate for FY 2020 or 2021 (the year in which municipal tax payment is exempted) (*1) ----- In the case of D, any of the following: income certificate; special collection tax amount determination (change) notice; or detailed statement of resident tax
	Persons who are in the process of divorce mediation or trial with a spouse who is not regarded as a member of the same household and therefore need to apply for the special exception	Documents certifying that the parents are in divorce mediation or trial (documents from the court, lawyer's mandate contract, etc.)
D	Households whose income exceeds the limit, but by deducting the medical expenses paid at hospitals, the income is within the set limit.	Documents that certify the medical expense (notice of medical expenses, receipts, copy of tax return form, etc.)
	Households whose income actually exceeds the limit, but have a family member who lost a job and is currently unemployed, and by regarding that his/her income is zero yen, the income is within the set limit.	Documents certifying the job loss (documentation of unemployment, employment insurance qualification, resignation certificate, etc.)
A – D in Common	Those who do not give consent for the Board of Education to obtain necessary information directly from Sapporo City.	(The above certificates according to the relevant category)
E	All households that fall under category E	Documents certifying that individual enterprise tax has been exempted
F	All households that fall under category F	Documents certifying that the household has received the loan

*1) Those who have not filed residence tax may need to do so to receive an income certificate.

Please ask at the department in charge of resident tax in your city. If you live in Sapporo, ask the city tax offices that have jurisdiction over your residence area.

*2) Copies of withholding tax slips, salary certificates, pay slips and tax return forms cannot be used in principle.

7. How to fill out the application form

The application form has two sides. Make sure you fill out the back side as well (see instructions below).

Front side

(To) Board of Education

I hereby apply for School Expense Assistance and agree with conditions 1-5 below:

1. Sapporo City Board of Education will obtain data on income, tax amounts, welfare assistance, and child-care allowance (*Jido Fuyo Teate*) of the applicant and his/her household members, directly from the concerned departments of Sapporo City to the extent necessary for examination.
2. Sapporo City Board of Education will inform the result of examination to the school where a child listed in ② is (will be) enrolled.
3. The school lunch and school trip expenses provided by the school will be used for school lunch and school trip expenses.
4. If I fail to pay expenses to the school by the deadline, the school will apply them to the school lunch and school trip fees provided by the school.
5. In the event that I have improperly received the school lunch and school trip fees, I will be responsible for the amount.

Upon application, you are required to agree with all of 1 to 5. Please check the contents.

Fill out the date of submission.

application date 2021 Y 6 M 15 D

Since the school, board of education or the administrative offices may contact the applicant to confirm the contents, enter the phone number that is the easiest to reach you.

Enter the surname and first name of the applicant (guardian) separately in the "name" and "name in katakana" fields (the same applies to ② and ③).

① Applicant (Guardian) (Must be handwritten by the applicant)

Name	Sapporo	Ichiro	name(katakana)	サッポロ イチロウ	Phone	090-0000-0000
Address	〒060-0002 Chuo-ku Kita 2-jo Nishi 2-chome 15-1 STV Kita 2-jo Mansion 301					
						<input type="checkbox"/> Resident registration different from child

Enter the guardian's name here, and NOT the child's. It does not have to be the head of the household (i.e., mother's name is fine while the head of the household is a father).

Check here if the applicant and the child listed in ② have different addresses, or if the address is the same, but registered as a separate household.

② Name(s) of eligible child(ren) (who are enrolled in elementary, junior high, or (first 3 years of) secondary school in FY 2021 and who will enroll in elementary school in April 2022.)

Name (Alphabet)	Name (Katakana)	Date of Birth	Relationship	School Name	Grade
Sapporo Jiro	サッポロ ジロウ	2006 5 5	Second son	Odori Nishi Junior High School	3
Sapporo Hanako	サッポロ ハナコ	2008 6 6	First daughter	Sapporo Junior High School Attached to Hokkaido University of Education	1
Sapporo Saburo	サッポロ サブロー	2010 7 7	Third son	Odori Chuo Elementary School	5
Sapporo Natsuko	サッポロ ナツコ	2012 8 8	Second daughter	Odori Chuo Elementary School	3
Sapporo Shiro	サッポロ シロウ	2014 9 10	Fourth son	Odori Chuo Elementary School	1
Sapporo Akiko	サッポロ アキコ	2015 11 12	Third daughter	Odori Chuo Elementary School	Scheduled

Grade as of the application date. Provide the number only. For children entering elementary school next year, please write 予定 ("Scheduled.")

Provide the names of all children who are eligible for School Expense Assistance.

It is not necessary to prepare the separate application form for each school.

If there are 6 or more children, write two names on one line.

③ Names of all household members other than child(ren) listed in ②

	Name (Alphabet)	Name (Katakana)	Relationship	Date of Birth	Income	School name, Grade, etc.
	Sapporo Ichiro	サッポロ イチロウ	Applicant him/herself	1980 Y 1 M 2 D	Yes No	○× Construction Company
<input type="checkbox"/>	Sapporo Haruko	サッポロ ハルコ	Wife	1981 2 M 3 D	Yes No	Insurance salesperson
<input type="checkbox"/>	Sapporo Taro	サッポロ タロウ	First son	2004 4 M 4 D	Yes No	2nd grade of ○× High School
<input checked="" type="checkbox"/>	Ishikari Hachiro	イシカリ ハチロウ	Father	1948 5 M 5 D	Yes No	Public pension
	Ishikari Umeko	イシカリ ウメコ	Mother	1949 6 Y 16 D	Yes No	Unemployed

Circle 有 (yes) if person had income in 2020 (not necessary for high schoolers or younger)

Do not write the names of children whose names are listed in ②.

Provide the names of household members other than children listed in ②. If there are members who are registered as a separate household from the applicant, check the head of such household. (e.g., If living with the applicant's parents registered as a separate household and the head of household is the father, check the box of the father.)

If providing years in the Christian calendar, enter 4-digit number without circling the Japanese calendar year.

If there are 8 or more people, use the space provided at the back side ⑥ for the 8th person and subsequent members.

④ Reason for application (Circle an applicable number)

- 1 Welfare assistance was cancelled or suspended in or after Oct. 2020.
- 2 Received child-care allowance (*Jido Fuyo Teate*) in or after Nov. 2020.
- 3 All household members are exempt from municipal tax in FY2020 or 2021.
- ④ Total income of all household members in 2020 was less than the limit.
- 5 Individual enterprise tax was fully exempted in or after FY2020.
- 6 Received loans from Social Welfare Council in or after FY2020.

Circle the applicable item to indicate the reason for application.

⑤ If you are a single-parent householder and not receiving child-care allowance (*Jido Fuyo Teate*), circle the appropriate reason.

- 1 My application is currently proceeding (undecided)
- 2 Income has exceeded the set limit
- 3 I am receiving disability pension and/or survivor's pension
- 4 I am in the process of divorce mediation or trial
- 5 Other ()

If you are a single-parent household (including those living with your parents) and have not received a child-care allowance (*Jido Fuyo Teate*) from Sapporo City as of the application date, circle the appropriate reason.
In case of "5. Other," describe the reason in the brackets.

Back side

FY2021 Application Form for School Expense Assistance (Oct. 2020)

⑥ Special notes on household members (If you have something to add about household members, write here.)

If there are 8 or more household members listed under ③ on the front side, fill out the 8th and subsequent members here.
If there is anything you would like to comment, provide here.
If there is nothing to fill out, you can leave it blank.

For North Pacific Bank, Hokkaido Bank or Japan Post Bank, circle the applicable bank. For financial institutions other than the above, fill out the name in the brackets next to "other(その他)."

If your bank account is in the head office, circle "head office(本店)". If it is in a branch office, enter the name of the branch office in the brackets. As for Japan Post Bank, enter the branch number (3-digit Chinese numeral).

⑦ Bank to receive School Expense Assistance

(The name of the account holder must be the same as the applicant provided in ①)

Bank name	North Pacific Bank • Hokkaido Bank • <u>Japan Post Bank</u> • Other ()									
Branch name	Head office • (<u>978</u>) Branch			Account number (to the right)						
				8	7	6	5	4	3	2

Please attach a copy of your passbook here

The name of the account holder must be the same as the applicant provided in ① on the front side. (Other person's name is not accepted even if it is a family member)
It must be savings account (*Futsu Yokin*). A deposit, checking, and fixed-term deposit account are not allowed.
The entered account number must match the number of the attached passbook, etc.

8. Outsourcing of administrative procedures

Administrative procedures regarding the application for School Expense Assistance is outsourced to the Sapporo Administrative Office Center, which is under the jurisdiction of Sapporo City.

Therefore, not only the Board of Education but also **the Sapporo Administrative Office Center may contact the applicant directly by phone (Center's phone number: 011-350-6750)** if the application documents are incomplete or if there are matters that require confirmation.

9. Notification of examination results

The results of the examination will be announced in writing through the school. If there is a child enrolled in a school other than the one where the application is submitted, the Board of Education will also notify the results to the school.

10. Contents of Assistance

Once the School Expense Assistance is approved, the following items will be provided.

Students listed in brackets [] are those eligible for the assistance. More details will be informed separately to those who have been approved.

The item marked with ☐ indicates that it is available for public (national, prefectural and municipal) schools only, and the item marked with ☐ indicates that it is available for the Sapporo municipal schools only (the item with ☒ mark excludes secondary schools).

School supplies fee	[Elementary and junior high school students] Annual amount: 13,230 yen – 27,130yen (depending on the grade)
Student council fee	[Junior high school students] Annual amount: 2,340 yen
School preparation allowance	[For elementary school, new students in 2022. For junior high school, 6th graders of elementary school] 51,060 yen for elementary schools and 60,000 yen for junior high schools
Sports equipment fee	[First and fourth graders of elementary school and first graders of junior high schools that have skiing or judo classes] Skiing equipment or judo uniforms are provided
<input type="checkbox"/> Extracurricular activity involving overnight accommodation	[For students who will participate in extracurricular activities and who have been approved before the activity)] Transportation and admission fees necessary for the activity.
<input type="checkbox"/> School trip fee	[For students who will participate in school trips and who have been approved before the school trip)] Actual cost (certain expenses may not be covered)
<input checked="" type="checkbox"/> Commuting fee	[Elementary and junior high school students whose commuting distance meets the set requirement] Actual public transportation fare
<input type="checkbox"/> School lunch fee	[Elementary and junior high school students] School lunch will be provided free of charge.
<input type="checkbox"/> Medical expenses	[For elementary and junior high school students suffering from designated diseases that require treatment at medical institutions] Medical expenses that need to be paid at the hospital (expenses related to designated diseases only).
<input type="checkbox"/> Japan Sport Council mutual aid premium	[Elementary and junior high school students who have been approved as of May] The Japan Sport Council mutual aid premium will be free of charge.

*The contents are as of June 2021. Subject to change due to revisions to the national standards.

- **Please contact the school for questions regarding the application for School Expense Assistance.**
- **The Sapporo City website also provides information on the School Expense Assistance system. Please search for “Sapporo City School Expense Assistance.”**

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FY2021 Application Form for School Expense Assistance

(Oct. 2021 -Sep. 2022) [Front side]

(school use only)

School code

(To) Board of Education

application
date

Y

M

D

I hereby apply for School Expense Assistance and agree with conditions 1-5 below:

1. Sapporo City Board of Education will obtain data on income, tax amounts, welfare assistance, and child-care allowance (*Jido Fuyo Teate*) of the applicant and his/her household members, directly from the concerned departments of Sapporo City to the extent necessary for examination.
2. Sapporo City Board of Education will inform the result of examination to the school where a child listed in ② is (will be) enrolled.
3. The school lunch and school trip expenses provided to my household will be received by the school principal on my behalf and will be used for school lunch and school trip expenses.
4. If I fail to pay expenses to the school by the deadline, the school principal will receive the school supplies and school trip fees provided to my household on my behalf and apply them to the repayment of the delinquent amount.
5. In the event that I have improperly received school expenses through misrepresentation, etc., I will return the entire amount.

① Applicant (Guardian) (Must be handwritten by the applicant)

name		name(kat akana)		Phone	
address	〒 -				<input type="checkbox"/> Resident registration is different from children listed in ②

② Name(s) of eligible child(ren) (who are enrolled in elementary, junior high, or (first 3 years of) secondary school in FY 2021 and who will enroll in elementary school in April 2022.)

Name(Alphabet)	Name (Katakana)	Date of Birth	Relationship	School Name	Grade
		平成 Year Month Day			
		平成 Year Month Day			
		平成 Year Month Day			
		平成 Year Month Day			
		平成 Year Month Day			

For children who are going to enter elementary school next year, write '予定' ("Scheduled") in the 'Grade' column

③ Names of all household members other than child(ren) listed in ②

	Name(Alphabet)	Name (Katakana)	Relationship	Date of Birth	Inco me	Workplace(Occupation), School name, Grade, etc..
<input type="checkbox"/>			Applicant him/herself	昭 平 令 Y M D	Yes No	
<input type="checkbox"/>				昭 平 令 Y M D	Yes No	
<input type="checkbox"/>				昭 平 令 Y M D	Yes No	
<input type="checkbox"/>				昭 平 令 Y M D	Yes No	
<input type="checkbox"/>				昭 平 令 Y M D	Yes No	
<input type="checkbox"/>				昭 平 令 Y M D	Yes No	

④ Reason for application (Circle an applicable number)

- 1 Welfare assistance was cancelled or suspended in or after Oct. 2020.
- 2 Received child-care allowance (*Jido Fuyo Teate*) in or after Nov. 2020.
- 3 All household members are exempt from municipal tax in FY2020 or 2021.
- 4 Total income of all household members in 2020 was less than the limit.
- 5 Individual enterprise tax was fully exempted in or after FY2020.
- 6 Received loans from Social Welfare Council in or after FY2020.

⑤ If you are a single-parent householder and not receiving child-care allowance (*Jido Fuyo Teate*), circle the appropriate reason.

- 1 My application is currently proceeding (undecided)
- 2 Income has exceeded the set limit
- 3 I am receiving disability pension and/or survivor's pension
- 4 I am in the process of divorce mediation or trial with a spouse
- 5 Other ()

(school use only)

- ☐ 特別支援教育就学奨励費からの変更申請
☐ 世帯構成の変更に伴う再申請

特記事項

学校受付

審査

令和 年 月 日
学校

認・否

月

FY2021 Application Form for School Expense Assistance (Oct. 2021 -Sep. 2022) [Back side]

⑥ Special notes on household members (If you have something to add about household status or income, write here.)

⑦ Bank account to receive School Expense Assistance

(The name of the account holder must be the same as the applicant provided in ①)

Bank name	North Pacific Bank ・ Hokkaido Bank ・ Japan Post Bank ・ Other ()				
Branch name	Head office ・ () Branch	Account number (to the right)			

Please attach a copy of your passbook here

Attach a copy of the passbook of the above account (a page showing the "bank name, branch name/number, type of deposit, account number, and account holder's name in katakana"). If you use an account that does not have a passbook, attach a copy of the page that shows these details.

If you use Japan Post Bank, a page showing the "店名 branch name (3-digit Chinese numeras)", "deposit category (savings account)", and "account number (7 digits)" must be attached and NOT 記号(5-digit number) ・ 番号 (8-digit number). Please make sure an attached copy shows necessary information.

The name of the account holder must be the same as the applicant provided in ① on the front side. We cannot accept an account in the name of anyone other than the applicant, even if he/she is a member of the same household. Also make sure that the account is a savings account, as we cannot handle other types of bank account.

Bank account other than Japan Post Bank
(ex. North Pacific Bank)

Japan Post Bank

Please note that the School Expense Assistance cannot be transferred if your account information is not provided correctly.