

◇Documents necessary for Application (Submission Documents)

Exemption Classification	Application Documents (Submission Documents)
1 Households on Public Assistance	① Application for Tuition and other fees Exemption (Collection Deferral) ② Public Assistance Recipient Certificate
2 Persons admitted to Child Welfare Facilities or under Foster Parents Protection	① Application for Tuition and other fees Exemption (Collection Deferral) ② Certificate of Admission to a child welfare facility or a copy of Entrustment Notice issued by Child Consultation Center Director
3 Persons who have difficulties in paying tuition fees for financial reasons (1) Total amount of Prefectural tax on income basis and Municipal tax on income basis of all the guardians: Tax exemption or less than 85,000 yen (2) Sudden change of household financial situation due to job loss, etc.	(1) ① Application for Tuition and other fees Exemption (Collection Deferral) ② Factual Record ③ A copy of a document that shows the amount of Prefectural tax on income basis and Municipal tax on income basis for fiscal 2021 A copy of either one of the following <ul style="list-style-type: none"> • Municipal tax • Prefectural tax “Notification of Tax Amount Decision for Special Collection” • Municipal tax • Prefectural tax “Tax Amount Decision • Tax Notification” • Municipal tax • Prefectural tax “Tax Declaration (Exemption) Certificate” (2) ① Application for Tuition and other fees Exemption (Collection Deferral) ② Document that certifies the income before the sudden change of household financial situation ③ Document that certifies the income after the sudden change of household financial situation ④ Document to verify the number of dependents and their ages of the guardian ※Please contact the school office of each Prefectural High School for details of documents to be submitted.

**For Entrance Examination
Fee • Enrollment Fee**

Form No.2 (Related to Article 10) (Form type: JIS A4 Portrait orientation)

Application for Tuition and other fees Exemption (Collection Deferral)

Date: year month day

To:

Guardian Address

Name

Phone Number

I hereby apply for Exemption (Collection Deferral) of Tuition and other fees as follows.

Person who seeks exemption or collection deferral	
Name of school and grade enrolled	
Name of tuition and other fees which the applicant seeks exemption or collection deferral	
Reason to seek full (or partial) exemption or collection deferral of tuition and other fees	

Entry Example of Application

第2号様式 (第10条関係) (用紙 日本産業規格A4縦長型)
 授業料等免除 (徴収猶予) 申請書

2021 年 〇月 〇日
 神奈川県立〇〇高等学校長 殿

Please write your postal code also.

〒231-8588

保護者 住所 神奈川県横浜市中区日本大通1
 氏名 神奈川 太郎
 電話番号 045-210-▲▲▲▲

次のとおり授業料等の免除 (徴収猶予) を申請します。

免除又は徴収の猶予を受けようとする者	神奈川 子太郎
在学する学校の名称、学年等	〇〇市立▲▲中学校 3年 (卒業) Please write the name of your Junior High School, not the name of High School
免除又は徴収の猶予を受けようとする授業料等の名称	入学検定料及び入学料 ※入学検定料または入学料のみ免除等を受けようとする場合は、該当する名称を記載してください
授業料等の全部 (一部) の免除又は徴収の猶予を受けようとする理由	例1 生活保護受給中のため 例2 施設入所のため 例3 都道府県民税所得割と市町村民税所得割が非課税のため 例4 昨年より失業し、収入が減ったため Please write the reason in detail.

Factual Record

					Date of Entry	Year	Month	Day
Student	Address	〒						
	Name							
Guardian	Address	〒						
	Name							
F a m i l y	Name	Relation to Student	Age	Living together or Separately	Remarks (Occupation, Name of School, etc.)			
R e m a r k s								

Entry Example of Factual Record

実情調査書

記載年月日

令和3年 〇月 〇日

生徒	住所	〒231-8588 神奈川県横浜市中区日本大通1			
	氏名	神奈川 子太郎			
保護者	住所	〒 生徒の住所と同じ			
	氏名	神奈川 太郎			
家族の 状況	氏名	生徒との 関係	年齢	同居別 居の別	備考 (職業・学校名等)
	神奈川太郎	父	44	同居	失業中(求職中)
	花子	母	44	"	パート
	かな子	姉	19	"	□□大学1年
	子太郎	本人	15	"	△△中学校3年
	子次郎	弟	13	"	△△中学校1年
備考					

Salary Certificate

きゅうよしょうめいしょ
給与証明書

Date: Year Month Day

To: Kanagawa Prefectural

High School Principal

Business Owner (Employer) Address

Business Owner (Employer) Name

Seal

I hereby certify the following.

(Unit: Yen)

Name	Job Title	Job Description			Average over 3 months	Yearly amount (Average over 3 months x 12)
		Data for 3 months				
Description	For the Month of	For the Month of	For the Month of			
Number of Days Worked						
P a y m e n t	Base Salary					
	(Daily Wage)	()	()	()	()	
	Fringe Befit Total (Commutation Allowance Excluded)					
	Bonus after tax (Use Yearly Amount Column)					
Subtotal (A)						
Deduction for Social Insurance Premiums						
Subtotal (B)						
Net Payment (A-B)						

(Note) Social insurance premiums are premiums of Health Insurance, National Health Insurance (Insurance Tax), National Pension Insurance, Employees' Pension Insurance and Mutual Aid Association Insurance.

Income Declaration

Date: Year Month Day

To: Kanagawa Prefectural High School Principal

Declarer Address

Name

Seal

I hereby declare my income as follows.

(Unit: Yen)

Type of Income (Please specify in detail.)					
Description	Data for 3 months			Average over 3 months	Yearly Amount (Average over 3 months x 12)
	For the Month of	For the Month of	For the Month of		
Gross Income (A)					
B r e a k d o w n					
※ Number of Days Worked					
※ Number of Hours Worked (Daily Average)					
Necessary Expenses Total (B)					
B r e a k d o w n					
Net Income (A - B)					

- 1 This form is to be used by persons who cannot submit the salary certificate.
- 2 For business income, please attach a copy of the sheet that shows necessary expenses breakdown.
- 3 In case of business income, raw material costs, purchasing costs, store's rents, land rents, transportation expenses, etc. are generally deductible. Please write specifically because deductible items vary depending on the type of business.
- 4 Columns marked with ※ are to be filled only by persons who are paid on a daily or hourly basis and cannot obtain the salary certificate.
- 5 In case of a daily pay due to daily employment, write the name of the main source of income.