

# 2023 School Financial Assistance (for Toshima resident only)

《 You are requested to apply each year. 》



## I. Who can apply?

Parent/guardian who lives in Toshima, supports child(ren) going to national/public elementary/junior high school and is applicable to either (1) or (2).

(1) Parent/guardian on welfare (must apply)

(2) Parent/guardian, not on welfare, but 2022 total annual income of the whole household falls under the category below:

「Sample guideline of amount of income」

Number of family	2	3	4	5	6
Total Annual Income	Under ¥3,070,000	Under ¥3,790,000	Under ¥4,160,000	Under ¥4,370,000	Under ¥4,990,000
Estimated Salary Income (Ref)	Under ¥4,630,000	Under ¥5,530,000	Under ¥6,000,000	Under ¥6,260,000	Under ¥6,880,000

※ Above is a rough guide. Depending on household composition and age, the baseline of annual income varies. Even if you think you exceed the criteria, apply for the screening process if you want.

※ Income refers to the "amount after deduction of employment income" on the withholding tax form for salaried workers, or the "total amount of income" on the tax return form for business income earners and others who have filed a tax return.

※ In principle, annual income is the total income earned by all members of the same household listed on a certificate of residence. This includes family members who live separately but in the same family.

## II. What can be paid?

Items: ①School lunch, ②school supplies, ③admission allowance (paid only to certified applicant in April), ④outing, ⑤summer camp and ski trip, etc. ⑥club expense (Junior High only), ⑦athletic-equipment fees (Junior High only), ⑧watching movie or play, ⑨school trip (Junior High senior only), ⑩school yearbook, and ⑪Influenza vaccination fee (Junior High senior only).

※Welfare recipients will get paid only for (8) through (11). 【The Welfare Section will pay for (1) to (7).】

※Those enrolled in a special school will receive the difference from the enrollment incentive fee (separately applied at the special school).

Payment date: Will be notified along with the result of screening.

## III. How to apply?

Fill in the application form, attach the required documents and mail or hand-deliver to School Affairs Group, School Management Section, Education Division, Toshima City Office. (Note: Do not turn in to your school.)

### Due dates

【Hand-delivery to City Office】 April 28, 2023 Friday

【By mail】 April 30, 2023 Sunday (Postmark should be on or before April 30, 2023)

(City Office will not take any responsibility for mail delivery failure.)

※ We will be closed on Saturdays, Sundays and holidays.(Turn in your application form only to School Affairs Group (GAKUMU-KA). No other group will accept your form.)

※ Prepare separate application form for each child.

※ You can apply even after the due date, but the financial assistance will start the month you apply. (The final deadline will be the end of February.)

※ If you apply in April, we will review your application in mid-June and mail the screening result in early July. If you do it in or after May, we will notify you later accordingly.

## IV. Contact & apply to

If you have any problems or concerns, please contact us at the following address.

School Affairs Group, School Management Section, Education Division, Toshima City Office  
2-45-1 Minami-Ikebukuro, Toshima-ku, Tokyo 171-8422 TEL : 03-3981-1174 (Direct)

## V. Example of the form

To Board of Education, Toshima City Office Date: \_\_\_\_\_ year month day

I agree with the statement below and apply for School Financial Assistance with required documents.

- I agree you verify the resident record, taxation, welfare and child rearing allowance about my family members.
- Please deposit the School Financial Assistance payment to the account below.
- I agree to notify the school principal of my application and approval.
- I delegate the full authority to the school principal to act on matters of School Financial Assistance for delinquent payment of school fees, etc. and lunch fees for 2nd and 3rd terms.
- I agree to provide my school and the Board of Education with the approval status if my child lives out of the school district.

Applicant	Katakana	ジョン ジョーンズ	TEL	000 ( 1234 ) 5678
	Name	John Jones	Address	Toshima Ikebukuro 1-1-1
Child	Katakana	デビッド ジョーンズ	As of Jan. 1, 2023, I was in	<input checked="" type="radio"/> Toshima City <input type="radio"/> Other city
	Name	David Jones	Relationship	Son
Other family member	Birth date	April, 25, 1970	School name	Toshima
	Birth date	April, 24, 2014	Grade	1
Bank information	Circle either ① or ②			
	Bank * Credit Union (Code #: 1234 *)	Branch (Code #: 1234 *)		
Reason to apply	Circle the number of your reason			
	Other (State the reason)			

See backside for detail

### 【Other family member】

- If you circle ② "different from the residence certificate" in (1), indicate the person(s) who lives separately but belongs to the same household, such as on a solo assignment, and follow the instruction of 2 or 3 on backside of the application form.
- If you live together but have a separate household, you do not have to fill in.

### 【Bank Account】

- If you received SFA in a previous year and did not change your bank account, skip this column.
- Others should fill in and attach **a copy of your bank book**. Copy should show names of bank, branch and account holder(Katakana), also account number.

### 【Reason to apply】

- Circle your reason.
- If you circle "7. Other", state your reason in detail

Reason to apply and the required documents

◎If all of the attached documents are not ready when submitting your application, submit only the application form first.◎

Number	Reason	Required document
2	Exempt from real-estate or individual enterprise tax	Copy of exemption notice
	Exempt or non-taxable from city tax	As of January 1, 2023, if you were : Toshima resident ⇒ No document required Non-Toshima resident ⇒ One of the followings must be submitted: (1) taxation (tax exemption) certificate for the fiscal year 2023, (2) a copy of the tax return for the fiscal year 2022, or (3) a consent form for the use of your My Number)
3	Amount of income deemed certified	Copy of national pension premium exemption notice
4	Exempt from national pension	Copy of exemption notice
	Exempt from national health insurance	Copy of exemption notice
5	Receiving child rearing allowance	Copy of child rearing allowance certificate
6	Receiving loan of life welfare funds	Copy of notice of life welfare funds loan
7	Other	We may ask you to turn in the proof/evidence later on.

## VI. Points of attention

- ② You need to apply for SFA each year starting April.
- ② You must be Toshima resident and your total annual income of the whole household falls under the required category.
- ③ Form is available at School Management Section, Board of Education (7F) and General Information Center Section (3F) of Toshima City Office, also at Tobu & Seibu Residents Office. You can also download and print out through our website.
- ④ If your address, phone number, household composition or bank account changes, please report to School Management Section, Board of Education.
- ⑤ When you receive an admission allowance before school starts, there will be no admission allowance after school starts.

## **VII. Special Needs Education Subsidy**

There is Special Needs Education Subsidy to support the students with disabilities in elementary and junior high schools financially due to your financial situation. (Can be applied for together with SFA.) The school will distribute the application forms to students in special needs classes. For more information, please contact School Affairs Group, School Affairs Division, Board of Education, Toshima City Office.

# 2023Application for School Financial Assistance

**Need a separate form for every child you want to apply for.**

To Board of Education, Toshima City Office		Date:                      year                      month                      day	
I agree with the statement below and apply for School Financial Assistance with required documents.			
1. I agree you verify the resident record, taxation, welfare and child rearing allowance about my family members. 2. Please deposit the School Financial Assistance payment to the account below. 3. I agree to notify the school principal of my application and approval. 4. I delegate the full authority to the school principal to act on matters of School Financial Assistance for delinquent payment of school fees, etc. and lunch fees for 2 <sup>nd</sup> and 3 <sup>rd</sup> terms. 5. I agree to provide my school and the Board of Education with the approval status if my child lives out of the school district.			
Applicant	Katakana	TEL :                      (                      )	
	Name	Address:	
		Apartment house:	
	(Birth date :                      )	As of Jan. 1, 2023, I was in ①Toshima City ②other city ※②Please submit income verification. (See backside for detail)	
Child	Katakana	Relation	School name:
	Name		
	(Birth date :                      )		Elementary / Junior High School
Other family member	<b>Circle either ① or ②</b> (1) Family composition living together is ① same as a residence certificate ② different from a residence certificate ※Family composition is based on residence certificate. If siblings or parents of parent/guardian are in the same household, you need to add their income. (2) <u>Only those who circled ② above, indicate the person(s) who lives separately but belongs to the same household.</u> ※Family members on a solo assignment are the same family members if they share the same livelihood.		
	Name 【except applicant/child above】	Relation	Birth date
Bank information	<b>Circle ① or ②</b> (1) In a previous year, you received <u>Toshima</u> SFA ① Yes ② No ⇒ <b>If you circle ②, fill in bank account information below and submit a copy of your bank book.</b> (2) Did you change your bank account? ① No ② Yes ⇒		
	Bank ・ Credit Union (Code # :                      *)		Branch (Code # :                      *)
	*Enter code number		
	Savings	Account Number	Name of account holder (in readable Katakana)
	Checking		
Reason to apply	<b>Circle the number of your reason</b> ※For ② ~ ⑥ a copy of certificate should be attached. (See backside for detail) ① On welfare    ② Exempt from city tax, real-estate tax or individual enterprise tax; or non-taxable ③ Amount of income deemed certified    ④ Exempt from national pension or national health insurance ⑤ Receiving child rearing allowance    ⑥ Receiving loan of life welfare funds ⑦ Other (State the reason) _____ <div style="text-align: right;"><b>See backside for detail</b></div>		
事務処理	受付	入力(日)	添付書類：有・未（依頼：未・済）
	窓・郵	／	備考：
			加算・兄弟・奨励費・マイナンバー 認定日：令和    年    月    日 認定区分：準・要・否

《Required documents》 ※Be sure to check below

1 【All applicants】

- Attach a copy of your bank book (Copy should show bank name, branch name of bank, name of account holder (Katakana) and account number)

※You do not have to turn in a copy if you have received school financial assistance in the previous year and do not change your bank account.

2 【If you were Toshima City resident as of January 1, 2023】

- You do not have to submit income verification. But if you have not yet declared your resident tax, please do so at the City Tax Section of the City Office.

※Please submit 2022 income verification of all members of your household

※If we cannot verify your family member's income, we cannot review your application.

3 【If you were not Toshima City resident as of January 1, 2023】

- If all of the attached documents are not ready when submitting your application, submit only the application form first.

- Please submit any of ① ~ ③

① Reiwa 5 taxation or tax exemption certificate, which is for Jan. 1 ~ Dec. 31, 2022.

※Original only. Copy not acceptable

(It must be issued and submitted promptly after early June at the place of residence registration as of January 1, 2023.)

② Reiwa 4 income-tax returns (with receipt mark of tax office or acknowledgement of electronic filing) (Copy acceptable)

③ Documents related to "My Number"

Submission of attached documents can be partially omitted by using "My Number".

If you want, please click the "My Number Usage Agreement (for school support application)" from the Toshima City website. Download it or contact the School Affairs Group.

4 【If your reason to apply is number 2 ~ 7 on application form】

Number	Reason	Required document
2	Exempt from real-estate or individual enterprise tax	Copy of exemption notice
	Exempt or non-taxable from city tax	As of January 1, 2023, if you were : Toshima resident ⇒ No document required
3	Amount of income deemed certified	Non-Toshima resident ⇒ One of ①~③ above 3. must be submitted:
4	Exempt from national pension	Copy of national pension premium exemption notice
	Exempt from national health insurance	Copy of exemption notice
5	Receiving child rearing allowance	Copy of child rearing allowance certificate (It is for single-parent family and is different from child allowance.)
6	Receiving loan of life welfare funds	Copy of notice of life welfare funds loan
7	Other	We may ask you to turn in the proof/evidence later on.